Make check payable to: Click here to enter name.

Mail check: [ ]  *OR* Deliver check to: Click here to enter name.

Address: Click here to enter address.

Amount of check: $Click here to enter amount.

Date check needed: Click here to enter a date.

Purpose of check: Click here to enter a description.

Invoices or other supporting documentation attached: Yes [ ]  No[ ]

If this payment is for an individual’s services, do we have a Form w-9 on file (so we have their address and social security number)? N/A, not for an individual’s services [ ]

 Yes [ ]  No [ ] (obtain and attach) Don’t know [ ]

Check requested by: Name: Click here to enter name.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

Check request approved by: Name: Click here to enter name.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

**----------------------- Business Office -----------------------------------------------------------------------------------------------------------------**

Account number: Click here to enter Account number.

Account name: Click here to enter account name.

Description: Click here to enter description.

Is this a Form 1099 payee? Yes [ ]  No[ ]