



Rotary Club of Simi Sunrise, Inc.

Check Request Form

Laura Berger, President 2022-2023



**IMAGINE
ROTARY**

Requested By: _____ Date: _____

Avenue of Service: Club, Community, International, Vocational, Family of Rotary, Youth

Other = Explain here: _____

COA # _____ Budget Line Item Description: _____ Amount: \$ _____

Payable to: _____ ** W-9 Form Needed? Yes No

Address: _____

City: _____ State: _____ Zip code: _____

Description of what is being paid by this request: _____

Are there receipts or other documents attached to this request? Yes; No (Please check one of the boxes!)

No Receipts and no explanation = No Signature on the Check Request by the Treasurer and no check will be issued.

Date Check Needed: _____ Mail Check to Payee: Y N

Requestor's Signature: _____ Date: _____

Club Officers Approval / Signature

Avenue of Service/
Committee Chair Approval: _____ Print Last Name: _____ Date: _____

Treasurer's Approval: _____ Date: _____

***** ACCOUNTING OFFICE *****

Check #: _____ Date: _____ Bank Account Drawn on: _____

** W-9 Form Needed? We need the social security or Tax Id Number (TIN) for reporting purposes. If the club is paying \$600.00 or more in a calendar year for services provided to the club by the recipient, then an IRS Form W-9 is required. If the payee is a corporation, then no form is needed. If in doubt ask the payee to complete the form regardless. A copy of the W-9 can be found on our web page under "Form & Apps".