



## Check Request Form

John Tolson, President 2023-2024



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".