



Check Request Form

Tim Gray, President 2026-27



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".