EXPENSE/CHECK REQUEST

<u>Instructions:</u> Print document and write in information or Save As to save a copy for your use and type in information.

Date				The church must file IRS form 1099-Misc for payment for services provided by independent contractors, non-employees, and businesses that are not corporations. These people moves be included on our Worker's Compensation insurance. This does not apply for checks		eople must also	
Amount				reimbursements to ch	orker's Compensation insurant nurch members. Check reques to fulfill legal requirements:		
Payable To:				The payee provided s			
Address					independent contractor		
					non-employee		
					business that is not a corpor	ration	
PLEASE READ THE BLOCK TO THE RIGH BEFORE CONTINUING WITH YOUR CHEC REQUEST!				If any box above is checked, the requester of this check must attach 1) W9 that shows the business's Taxpayer Identification Number. For independent contractors and non-employees the requester must provide a W9 to the payee. The payee then fills it out with their Social Security Number and gives the W9 to the Office Administract 2) For businesses that are not corporations the requester must also attach the business's Worker's Compensation Insurance Certificate or provide a statement that the business does not provide worker's compensation for their employees. W9 forms can be printed from the church website. The check will be processed when all information is received.			
Amount Committee or B Fund Name		udget Name or Purpose ((Please attach receipts to back)			
	/ Total Chaol	l- A					
← Total Check Amount							
Approved by:	Name Printed			Signature			
				oard Vice-Chair;	☐ Committee Chair;	☐ Minister; ☐ Staff	/ Minister;
Delevite he e							_
	completed and paid b	by Treasurer / As	sst. Treasur	er			_
		oy Treasurer / As	sst. Treasur	er	Ву:		
	completed and paid b	by Treasurer / As	sst. Treasur	er	Ву:		Amount
Date:	completed and paid b	oy Treasurer / As Check # Acct	sst. Treasur	er l	By:erating	Acct	
Date:	completed and paid b	cy Treasurer / As Check # Acct Number	sst. Treasur	General Op	By:erating	Acct Number	
Date: Committees Building & Gro	completed and paid b	Check # Acct Number 01-5904-101	sst. Treasur	General Op Administrativ	By:erating ve Expense	Acct Number 01-5131-100	
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