



**NON-EMPLOYEE COMPENSATION
CHECK REQUEST**

Payment to a person or non-incorporated business for a service-
performer, lecturer, speaker, presenter, wait staff, honorarium,
stipend, grant
FORM 1

SUPPORTING DOCUMENTATION MUST BE ATTACHED
Complete entire form

ADDITIONAL INSTRUCTIONS ON REVERSE SIDE
PLEASE DIRECT ALL QUESTIONS CONCERNING THIS FORM TO 588-6413

ISSUE CHECK TO:

NAME: _____
 SOC. SEC. NO.: _____
 W-9 COMPLETED/ON FILE _____
 ADDRESS: _____

 SERVICE PERFORMED: _____

 DATE(S) OF SERVICE: _____
 FEE FOR SERVICE: _____
 REIMBURSABLE EXPENSES: _____
 TOTAL CHECK AMOUNT: _____

DISPOSITION INSTRUCTIONS: (Check One)

E-CHECK _____ (mandatory for employees and students.)
 MAIL CHECK _____
 PICKUP at Student Account's _____

REQUIRED FOR PAYMENT	
DEPT. NAME:	_____
REQUESTOR:	
SIGNATURE:	_____
PRINT NAME:	_____
PHONE EXT:	_____
DATE:	_____
APPROVED BY:	
SIGNATURE:	_____
PRINT NAME:	_____
DATE:	_____

<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
-- _____ --	
-- _____ --	
TOTAL CHECK AMOUNT	

SIGNATURE: _____

WHEN TO USE THIS FORM:

The Check Request Form 1 is used to process all payments that must be reported to the IRS on Form 1099. These include payments for consulting, professional and fee-based services. Payment to any unincorporated vendor should be submitted on a Check Request Form 1. Honoraria should also be processed on Form 1.

WHEN NOT TO USE THIS FORM;

- Approved invoices (those with a vendor invoice number, an account number, and an approving authorized signature on them) from incorporated vendors should be sent directly to Accounts Payable for payment processing without any Check Request form.
- Reimbursements to employees and service providers for miscellaneous expenses, local travel and meals should be processed on Check Request Form 2. Reimbursement requests must include appropriate receipts and supporting documentation.
- Form 2 is also used to request payment for mail order items and subscriptions and to prepay hotel and conference expenses.
- Employees of the University cannot be paid for services on Check Request forms. These requests must be processed through the Payroll Office.

INSTRUCTIONS FOR USE:

A completed IRS Form W-9 must be on file in the Accounts Payable Office for tax identification purposes before any payment can be made. If this is the first time this calendar year that this person has been paid, please include the appropriate IRS form with the request for payment. Blank W-9 Forms are available on the same page as this form is found.

- The original invoice or supporting documentation should be attached. This documentation is required in addition to the description of service written on the form. If an original invoice is not available, a memo of explanation providing a description of the goods or services received is required. An authorized signer for the department must approve the memo.
- If this payment includes reimbursement for expenses, original receipts must be attached. If the original receipts are not included, the reimbursement amount will be treated as a taxable payment (i.e. reported to the IRS Form 1099).
- Receipts that are not letter size must be taped to a white sheet of paper (8 ½ x 11). Several receipts may be taped to each sheet of paper (one side only). This process will significantly improve the review of receipts and will assist in eliminating lost receipts. Please do not overlap receipts or turn vertically on the paper.
- If you would like a remittance copy of the invoice or other enclosures included with the payment, please enclose a copy for this purpose.

CHECK REQUEST FORM 1 CHECKLIST

I have...

_____ Reviewed for proper account number and authorized signer.

_____ Reviewed for accuracy and completeness.

_____ Ensured all required receipts and/or documentation (including a completed W-9) is attached.

_____ Ensured an extra copy of enclosure (if any) information is attached.

_____ Verified all math calculations.