

# PAYMENT REQUEST FORM

Association for Information Science & Technology

Use one form per Payee

<b>Payable To:</b>  <b>Address:</b> for bank transfers, address must be the address of record for bank account.  <b>Email:</b>  <b>Phone:</b>  <b>Date:</b>	<b>Payment Method:</b> Check (ensure complete address included) - US and Canada Only ACH (US Banks Only) Wire Transfer (Non-US Banks Only)  Name on Acct Bank Name Bank Address   ABA/Swift/BIC IBAN/Acct # Code (see below):
--	---

All requests must be accompanied by receipt or written justification/documentation of expense.

Vendor (if other than payee)	Amount US\$	Purpose	SIG/Chapter/Acct
Total Due to Payee	US\$		

Additional explanation, if required:

All payments of more than \$600 must be accompanied by a completed [W-8 \(non-US\)](#) or [W-9 \(US\)](#) form.

**Countries Requiring Codes:**  
Australia 6 Digit BSB Code  
Canada 8 Digit Transit Code  
UK 6 Digit sort Code  
India 11 Digit IFSC Code  
New Zealand BSB Code 6 digits  
South Africa Sort Code 6 digits

Signature of Requester

Executive Director Approval