

PAYMENT REQUEST FORM

One Form Per Payee

Payable To: Address: for bank transfers, address must be the address of record for bank account. Email: Phone: Date:	Payment Method: Check (ensure complete address included) - US and Canada Only Paypal 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):
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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:

Counties 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

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