

CHECK REQUEST

ANDREWS UNIVERSITY, Accounts Payable

ID# _____ Date _____
Payee _____ Account Number _____
Address _____ *second account* _____
Amount _____

Hold _____
Mail _____

Information you want on check stub:

Please give a brief explanation of what payment is for:

If this payment is for independent services, rent, royalties, honorariums etc., it is tax reportable to the payee and you must fill in the following:

By my signature appearing below, I hereby certify that I have personal knowledge of the Payee's citizenship or residency status and that I have asked the Payee whether he or she is a citizen or permanent resident alien of the United States.

Payee is US citizen or permanent resident Yes [REQUIRED W-9](#) Attached OR Confirmed previously on file.

No REQUIRED W8-BEN Attached, Payee has been notified that they will need to complete a Glacier tax profile before they can receive payment.

If Payee is NOT a US Citizen or permanent resident, please specify the immigration status. Type of visa:

| | |
|------|-------|
| B1 | B2 |
| F-1 | J-1 |
| H-1B | Other |

Approved for Payment *also certifying residence / visa status if required*