



Check Request (Accounts Payable)

U5-2 (R3/98) 71455-260 / 45734

Voucher No. (8):

C

Must be unique number

Vendor No. (10):

Date:

Fed. Tax ID(9): SSN or ITIN(non-resident alien)

(XXX-XX-XXXX)

or EIN

(XX-XXXXXXX)

(Required for all tax reportable payments, e.g. honoraria, rents, research subjects, royalties, misc. other services)

(State & Federal Privacy Notifications - on back.)

Home or Business Address, if different from remittance address

Payee Name:

Address 1

Address 2

Address 3

City, State Zip

Check Handling Instructions:

Handling Code (A/P use):

Employee Yes <input type="checkbox"/> No <input type="checkbox"/>	Emp. Without Salary Yes <input type="checkbox"/> No <input type="checkbox"/>	Calif. Resident Yes <input type="checkbox"/> No <input type="checkbox"/>	If Alien, Country of Residence	Visa Type
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Invoice Date:

Invoice No. (16):

Gross Amt. of Check:

Amount (\$0.00)	Dept.P.O. (10)	Chartfields					Open Item Reference (10)
		NCA (6)	Fund (5)	DPA (6)	Prog. (5)	FY(2)	
1							
2							
3							
4							
5							
6							
7	Invoiced Sales Tax, if any						Use Tax Code: ___
8	Invoiced Freight, if any						(For A/P Use)
\$ -	Total Payment (Sum of lines 1 through 8 must equal Gross Amt. of Check)						

Reason for Payment (Comments to appear on check, 110 characters max.):

Prepared by:		Approved by (Authorized Signature):		Audited By:
Box No.	Phone No.	Typed or Printed Approver Name and Job Title:		

Instructions for completing check request:

- All applicable Chartfields must be provided, including NCA. Incomplete forms will be returned to the preparer.
- Include taxpayer ID for all tax reportable payments, e.g. honoraria, rents, royalties, research subj., and other misc. services.
- All requests to pay non-resident aliens must include a Statement of Citizenship and the Individual Taxpayer ID Number (ITIN).
- Amounts on lines 1 through 6 should not include tax or freight.
- Credit or negative amounts must be entered in parentheses, i.e. (x,xxx.xx).
- Open Item references can only be input for specified open item Balance Sheet NCA accounts, e.g. Accounts Receivable.

Please allow one week for processing

PRIVACY NOTIFICATION

STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the university to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is for payment of earnings and for miscellaneous payroll and personnel matters such as, but not limited to, withholding taxes, benefits administration, and changes in title and pay status. University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory-failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration and will be transmitted to the federal and state governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Managers or campus Accounting Officers.

FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. Disclosure of the Social Security number is required pursuant to sections 6011 and 6051 of Subtitle F of the Internal Revenue Code pursuant to the Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended. The social security number is used to verify your identity. The principal uses of the number shall be to report (1) state and federal income taxes withheld, (2) social security contributions, (3) state unemployment and Workers' Compensation earnings, and (4) earnings and contributions to participating retirement systems.