



Electronic Funds Transfer {EFT} Form

Use this form to record a payment already made by your organization.

Corporation

Contract Worker *Please provide W-9, if not already on file*

(Examples: lawn care or snow removal, rent or lease payments, attorneys, special speaker honorariums, love gifts for non-employees, gifts or payments to missionaries, etc.)

Benevolence for non-employee

Reimbursement for items purchased, mileage, cell phone, etc.

Payee: _____

Address*: _____

(*new vendor/change of address only)

City: _____ State: _____ Zip: _____

Invoice #: _____ Vendor Account #: _____

Date of Withdrawal: _____ Bank Account: _____

Description	G/L Account #	Amount
Total Check Amount:		

Requested by: _____ Date: _____

Approved by: _____ Date: _____