

Payment Authorization for Non-Employee Services at Macalester College

Payment for services and incurred expenses related to Entertainers, Honorariums, Lecturers, and Speakers.
(Note: Foreign visitors require additional paperwork (W-7, W-8, 8233) or withholding of tax, please contact Business Services in advance of their visit)

This form may not be used to pay Macalester Employees

1. To be completed by department:

Date(s) of Service _____ Amount _____

Requested by _____

Approved by _____

Description of Service:

FOAPAL	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	\$ _____
FOAPAL	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	\$ _____
FOAPAL	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	\$ _____
FOAPAL	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	_____ - _____ - _____ - _____ - _____	\$ _____

Fund	Organization	Account	Prog	Activity	Location
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2. To be completed by Payee:

Payee's Legal Name _____

Address _____

City _____ State _____ Zip _____

<input type="checkbox"/> 1. Individual <input type="checkbox"/> 2. Sole Proprietor	} U.S. Social Security Number _____ - _____ - _____
<input type="checkbox"/> 3. Partnership <input type="checkbox"/> 4. Corporation	} Federal Tax ID Number _____ - _____

Certification – Under penalties of perjury, (see Section 6109 of the IRS Code for further penalties) I, the contractor certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN) and,
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions – You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return.

I certify I have incurred the above expense or provided the above services.

Signed: _____ Date: _____