

New England Conservatory of Music Check Request

Please ensure that valid documentation accompanies each check request, and allow 10 business days to complete payments.

Tax residency must be established for all payees before payments will be processed. Foreign nationals must be entered into NEC's tax administration program before payment can be made.

- (1) This payee is
 a US citizen or resident alien for tax purposes.
 a foreign national.
- (2) This payment is for
 an NEC Faculty/Staff member's
 FEE for SERVICES
 REIMBURSEMENT (excluding travel – use separate form)
OR
 an NEC student receiving an
 AWARD (Description) _____
 SCHOLARSHIP (Description) _____
 STIPEND (Description) _____
 NEC BUSINESS EXPENSE (Description) _____
OR
 a NON - NEC Faculty/Staff member or student for
 FEE for SERVICES
 REIMBURSEMENT
- (3) Attach
 a completed W-9 form, if first time US payee.
 copy of contract or letter for services.
 receipts for reimbursement.
- (4) Disposition of check:
 Hold payment in Business Office for pick-up
 Mail Payment

Shaded areas for Business Office use only

1099 reportable?
 Yes ___ Entered ___
 No ___

1042S reportable?
 Yes ___ Copy to Windstar ___
 No ___

W-2 reportable?
 Yes ___ Copy to payroll ___
 No ___

W-9 Needed?
 Yes ___ Received ___
 No ___

Notes:

Today's Date: ___ / ___ / ___

Please Pay: _____
 (Please Use Full Legal Name)

Address: _____
 Number & Street City State Zip Code

Purpose/Description: _____

Check Amount: \$ _____ Due Date ___ / ___ / ___

Charge the following account(s):

Fund	Department	Object	Project	Source	Amount
					\$
					\$
					\$
					\$

Approved by: _____

Voucher #

Vendor ID

Date Entered

Due Date

Entered by

\$ _____
NRA Tax Withholding
1-000-2006-000-0000

\$ _____
Net to Payee