DENVER PUBLIC SCHOOLS
REQUEST FOR PAYMENT

Please sign this form and return it to _____.
Are you a current or past employee of the Denver Public Schools? _____

Checks payable for service rendered are processed through various offices; therefore, you may not receive your check for several weeks following your service. The check will be mailed to you at the address you indicate on this form.

The Internal Revenue Service has advised us that since the amount listed below has not been subject to withholding, it becomes your obligation to report this income to the government. You are, however, entitled to offset the income by reporting any travel and meal expenses incurred as a result of your serving as a specialist.

Pay to: Name_____

Social Security No._____

Address:_____

_____
(city) (state) (zip code)

Check here for address change

I rendered the following services for the Denver Public Schools_____

_____

on _____. If more than an honorarium is involved,
(date) attach a list showing itemized expenses
receipts, statements, etc.

Signature of Person to be Paid _____

I CERTIFY THAT THERE IS A LEGALLY SIGNED CONTRACTOR SERVICE AGREEMENT ON FILE FOR THIS JOB. A COPY OF THE SIGNED CONTRACT IS ATTACHED WITH THE FIRST PAY REQUEST FOR THIS JOB.

Signature of _____ _____
Principal/Department Head School/Department

Amount to be paid $_____

Charge Account _____
(School/Department must fill in Account Number)

Sent to:_____ for payment_____
(date)

First time paid W-9 being sent_____

W-9 sent previously_____