

NORTH SHORE UNITARIAN CHURCH  
**PAYMENT REQUEST**

**IMPORTANT NOTES:**

- Attach original receipts listing all items purchased with prices and GST (not credit card slips that list total only).
- Do not use highlighters on original cash register receipts! Highlighter ink reacts with some cash register tapes, turning them black and making them un-readable.
- Allow *at least* 2 weeks for processing your payment request.
- If this form is incomplete, we will be unable to process your payment.

<b>PAYEE NAME:</b>	<b>AMOUNT:</b> \$ <input type="checkbox"/> CAD <input type="checkbox"/> USD
<b>WHAT THE PAYMENT IS FOR:</b>	
<b>WHICH BUDGET, COMMITTEE or TEAM</b> is paying for this?	For Office Use - Acct #:
<b>SIGNATURE</b> of the person authorized to sign for the Budget named above:	<b>DATE OF REQUEST:</b>

**PREFERRED PAYMENT METHOD:**

Select one of the payment options shown below and provide the info required for that payment method:

<input type="checkbox"/> <b>eTransfer</b>  <b>CLEARLY PRINT</b> the email address to which you want your payment sent:  -----  -----  <b>IMPORTANT NOTE:</b> If your bank account requires us to set up a security question and answer, we will use these:  Question: <b>What is this for?</b> Answer: <b>1NSUCpayment</b>	<input type="checkbox"/> <b>Direct Deposit</b>  <b>SELECT ONE:</b> Do we have your bank account number on file?  <input type="checkbox"/> <b>YES</b> - you already have my bank's routing numbers on file.  <input type="checkbox"/> <b>NO</b> - attached is a voided cheque or a printout from my bank providing the complete routing number (including institution, branch, and account numbers) for my account.	<input type="checkbox"/> <b>Cheque</b>  <b>SELECT ONE:</b> What delivery option do you prefer?  <input type="checkbox"/> <b>PICKUP BIN</b> at NSUC  <input type="checkbox"/> <b>MAIL</b> to address shown below:  ----- ----- ----- -----
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**FOR OFFICE USE ONLY:**

Date of eTransfer:	Processed On:	Credit Date:	Cheque #:
Notes:	Batch ID:	Reference #:	Notes: