

Add New Supplier:	New Supplier Name: _____
Update Supplier:	Supplier ID: _____ Supplier Name: _____
Payment Type:	One-Time: _____ Regular: _____

Reason for Payment:			
Garnishment:	Child Support:	Bankruptcy:	State/Fed Levy:

Reason for Payment (continued) W9 and Tax ID Required:		
Craft Testing:	Death Benefits:	Death Payment (Wages or Vacation):

Payment Method:	
Check:	ACH: (Attach Signed Form)

Payee Information: (If Payee is an Estate, please add the C/O on Address Line 1)		
Name: _____		
Additional Name: _____		
Address 1: _____		
Address 2: _____		
City: _____	State: _____	Zip: _____
Province/Country: _____		

Comments:

Benefits and Payroll Accounting Approval: _____