

# PERIMETER CHECK REQUEST FORM

Date Needed: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

## Taxable income reported as:

- ☐ Payroll Perimeter Employee
- ☐ 1099 For temporary or contract labor. **Must report social security number before first payment.**  
To report social security number **attach completed IRS form W-9.**  
<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

## Handling Instructions:

- ☐ Send check to payee via US Mail
- ☐ Return check to requestor
- ☐ Other: \_\_\_\_\_

## Special Notes:

Fund-Department-Account #	Project #	Description	Amount
<b>Total Check Amount</b>			

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Over \$1,000 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form Instructions

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- Click in a field to type in it.
- Click in a checkbox to put a checkmark in it.
- Total Check Amount is computed automatically.