



Greater Indianapolis Progress Committee

## FISCAL AGENT AUTHORIZATION FORM: RUSH PAYMENT REQUEST

All rush payment requests require the signature of the Chief of Staff and must be for \$200 or more.

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*IRS Form W-9 required for first-time payees meeting the following criteria: a) payment is for services or other IRS Form-1099 income and b) total payments may approach or exceed \$600 for the calendar year.*

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Account: \_\_\_\_\_

Date: \_\_\_\_\_ Payment needed on or before: \_\_\_\_\_

Amount to be paid: Check or EFT/ACH: \$ \_\_\_\_\_ **OR** Charge: \$ \_\_\_\_\_

To Cover: \_\_\_\_\_

Reason for the rush: \_\_\_\_\_

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

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

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Payment method:

\_\_\_ **Check** (Direct mail to payee from bank)

\_\_\_ **EFT/ACH** (EFT/ACH Authorization  
Form required for first-time payees)

\_\_\_ **Charge**

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**Authorized Fiscal Agent Officer:**

**GIPC Executive Director:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

Emily C. Koschnick  
\_\_\_\_\_  
Printed Name

**Chief of Staff:**

\_\_\_\_\_  
Signature Date

Daniel J. Parker  
\_\_\_\_\_  
Printed Name