



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.

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.

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**

Authorized Fiscal Agent Officer:

GIPC Executive Director:

Signature Date

Signature Date

Printed Name

Elizabeth L. White
Printed Name

Chief of Staff:

Signature Date

Taylor Schaffer
Printed Name