

# Miscellaneous Payment Form

**Attach all supporting documents to this form.  
Please allow 10 business days for processing**

This form is to be used to request payment to an individual or organization for which an invoice is not required, such as honorariums paid to individuals. Please note that invoices are required for payments related to the purchase of goods and services.

Cheque Payable to:				Banner ID (A#)		Currency (If Non - Canadian)			
<b>REQUIRED FIELD - Mailing Address</b>									
FOAP Description	Fund (6)	Org (4)	Account (5)	Program (4)	\$ Pre Tax Amount	\$ GST / HST (Actual)	\$ Total Amount	Financial Services Only Self Assess Tax Yes	
<b>Totals</b>									
<b>REQUIRED FIELD - Description to appear on the cheque stub (Maximum 50 Characters)</b>									
<b>For payments to individuals for services not in the nature of employment, such as honorariums for visiting lecturers the individuals SIN is required. For further clarification please contact Procure to Pay (P2P) Services.</b>									
Sin #		Permanent Mailing Address if Different from Above Address (For issue of T4A Slip)							
<b>Authorization</b>									
Requested by (Print)			Requested by (Signature)				Date (dd-mmm-yy)		
Authorized by (Print)			Authorized by (Signature)				Date		
<b>Financial Services Only</b>					<b>Department notes (will not appear on Cheque or in Banner)</b>				
Financial Services (Approval)			Date						
Processing date			Processed by		Banner Doc #				