

PAYROLL REQUEST

To:	SOUTHWEST REGION CONFERENCE						
From:	CHURCH OR SCHOOL						
	PAY PERIOD FROM			TO			
PLEASE PREPARE CHECKS BASED ON THE INFORMATION BELOW: (Attach a W-4 and I-9 forms for new hires - INCLUDE COPIES OF DOCUMENTATION WITH I-9 FORM)							
NAME	JOB TITLE	SALARY	NO.OF HRS	HOURLY RATE	FICA 7.65%	WORK COMP 2%	TOTAL
TOTAL							
*SIGNATURE							
TITLE							
DATE							
*This form is to be signed by an authorized person such as head teacher, principal, church or school treasurer, etc.							