Submitting the Non-Tax Levy Payment Requests Form

The NTL Payment Request form must include:

- Date: use current date form is requested
- Requestor's account name and number
- Requesting department and staff member's name
- Check payable to: add vendor's name and address. Please note: use vendor's remittance address
- SSN or EIN number
- Fill out relation to stated fund purpose
- Invoice information must include:
  - Invoice number
  - Invoice Date
  - Invoice Amount
  - A brief description of the expenses
  - Amount of check
- Attach original invoice. If there are multiple invoices for the same vendor, please include all originals
- Attach W-9 Form. This is for a new vendor or vendors with a new address
- Additional Information. Any further explanation of expenses is necessary if the form is not obvious
- Signatures. The form must be signed by authorized signatories for the account.

Checklist for Non-Tax Levy Payment Requests

- Non-Tax Levy Payment Request Form
- Original invoice (s)
- W-9 Form