

First Church

First United Methodist Church of Seattle

Payment Request Form

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|------------------------------|--------|------|--|
| Request Submission Date: | | | |
| Requester: | | | |
| Payment Due Date: | | | |
| Check Payable to: | | | |
| Address (Required): | | | |
| City: | State: | Zip: | |
| Is this a reimbursement? | Yes | No | |
| Is this a guest speaker fee? | Yes | No | |

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|---|
| Detailed Description of expense (Required): |
| |

***Electronic payments are available through Bill.com.**

An email is required to send out the application and payment.

| | | |
|---------------------------------|-----|----|
| Are you requesting an epayment: | Yes | No |
| Email: | | |

| Account Name | Account # | Amount |
|------------------------------------|-----------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total of Payment Requested: | | |

Instructions:

This form must be completed to:

- 1) Request any payments to be made to a recipient outside of First Church in which an invoice is not available, or
- 2) To request any personal reimbursements.

- All payments are processed through Bill.com and can take 7-10 days.
- No handwritten checks are issued.
- For cost savings and environmental reasons, electronic payments via Bill.com are the preferred method of payment distribution and can reduce the process time.
- Payments via cash apps (i.e. Paypal or Venmo) are not authorized unless an invoice is provided.
- All 1099 Contractors are required to have a current W9 on file before payment is made.

- No prepayments for services are allowed without prior authorization.

Reimbursements:

- A clear and legible copy of the receipt must be submitted with this request.
- All requests for reimbursements must be submitted within 5 days of the purchase.

General payment requests:

- You may submit with request by email that authorizes the payment, or you may submit this in person to bookkeeping.

Charges of First Church Credit Cards:

- This form is not required if you have a valid invoice or have made a charge using a First Church Credit Card. In those instances, only a clear and legible copy of the invoice or receipt, clearly noted with its purpose, must be submitted within 48 hours of the purchase.

New WA State Law as of 10/1/2025 - Live presentations including, but not limited to, lectures, seminars, workshops, or courses where participants attend either in person or via the internet or telecommunications equipment that allows audience members and the presenter or instructor to give, receive, and discuss information with each other in real-time are now subject to WA Sales Tax. **Committees are required to account for this additional fee when budgeting the honorarium fees for their speakers.**

All payment request submissions should be emailed to payables@firstchurchseattle.org or given to Chun Yang directly.