

American Society for Eighteenth-Century Studies

2397 NW Kings Blvd. Box 114

Corvallis, OR 97330

845-202-0672

# Reimbursement/Payout Form

# Directions:

# Please fill out the form with all relevant information. If you are requesting reimbursement, please include the receipts and any other documentation (like a report) as well.

# You must submit a W-9 (form: [W-9 IRS](https://www.irs.gov/pub/irs-pdf/fw9.pdf)) for our accounting records if your tax home is the United States (tip: if you use Adobe: to enter the date, you can sign the form with the “date” as your initials). Payments to non-US tax homes require a [W-8BEN](https://www.irs.gov/pub/irs-pdf/fw8ben.pdf) and your bank information (see below). If this information is not included, payment may not be remitted. No first-time payment will be remitted without a completed W-9 if the total payments for the year are expected to exceed $600.

# Please submit everything via email to [asecsbills@bill.com](mailto:asecsbills@bill.com) *(and not to the ASECS office!).*

# ASECS uses Bill.com to make direct deposit payments for awards and reimbursements. You will receive further instructions via email on how to set up your account for direct deposit after you email your materials (check your spam folder). If this is the first time you have received money via Bill.com, you will receive an email from Bill.com asking you to sign up for ePayment. If you choose not to use direct deposit, please indicate that request in the email with this form.

|  |  |
| --- | --- |
| **Date** |  |
| Name *(First Name, Last Name)* |  |
| Award name *(if applicable)* |  |
| Award amount *(if applicable)* |  |
| Email *(Information will be sent to this email address)* |  |
| Address |  |
| City/State/Zip/Country |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of incurred expense | Description of payment/receipt*(i.e. airfare, award, etc. Indicate the currency if not USD)* |  | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total** amount requested*(indicate the currency if not USD)* |  |  |

# *Please submit everything via email to* [*asecsbills@bill.com*](mailto:asecsbills@bill.com) *(and not to the ASECS office!).*

* *You must submit a W-9 (or W-8BEN if your tax home is not the United States) regardless of the award amount. ASECS does not provide tax advice; please check with your tax advisor for any questions.*

# *If you have an international bank account, you will need to request an international bank transfer; please contact the ASECS office for further instructions.*