

PAYMENT DETAIL FORM

Name:

Please check one of the following:

1. Direct Deposit/ACH: [ ]
	1. Account number:
	2. Routing number:
2. Zelle Bank Transfer: [ ]
	1. Email or phone number associated:
3. Check: [ ]
	1. Send to:
		1. Street Address:
		2. City, State Zip:

Signature:            Date:

*\*Please note: Vendor/contractor paperwork needs to be turned in at least one week before payment processing in order to get you into the system. ReEvolution generally processes payments once or twice per month on the 1st or 15th. Please have your receipts/invoices emailed to* *info@reevolutiongroup.org* *at least one business day prior to payment processing. Payments can take a few days to process electronically and even longer if sent by mail or if payment processing days do not fall on a weekday. Because of this, electronic deposits are anticipated for the 5th and 20th of each month. Electronic payments are generally faster then a physical check. Also, either by writing on the receipts or in your email, please articulate what each receipt is for in as much detail as you can. Required vendor/contractor paperwork includes this Payment Detail Form and an IRS W-9 Form.*