



# Northwest Regional Education Service District Draw Request

## Form 40

### Instructions

Please fill in the blanks and sign the bottom. You are allowed to draw against days worked only. If you are a timesheet employee, please attach a signed copy(s) of your current timesheet(s). Please be aware that if you are an Average Monthly Pay employee, your pay is based on a calendar month - which means that your pay will be calculated from the first of the month to the date of your request.

Last, fill in the amount that you would like – the max allowable is 75% of your net pay. Checks will be available at the time of the next scheduled Accounts Payable run. (Generally Fridays, but Holiday months may have exceptions – please consult the Payroll Dept.) Requests must be submitted by Wednesday to be paid on the following Friday. Requests received later will be processed in the following week.

**You are allowed one draw per fiscal year.**

Name	Employee ID #	Request a draw in the amount of:
		<input type="checkbox"/> the maximum of 75% of my Net Pay
		or
		<input type="checkbox"/> \$ _____ (Less than 75%)
<b>Please select one of the following:</b>		
(If not marked, your check will be mailed on the day it's ready)		
<input type="checkbox"/> Mailed to address on file <input type="checkbox"/> Picked Up at WSC		
<input type="checkbox"/> Direct Deposit - account must already be established for payroll		
Designate the appropriate account to use below.		
<b>Primary Account Information</b>		
Name of Financial Institution:		
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
<b>or Secondary Account Information</b>		
Name of Financial Institution:		
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Employee Signature: _____		Date: _____

E-mail payroll@nwresd.k12.or.us. If you have questions call 503-614-1428, extension 1259, 1492 or 1495.