



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. Draws will be calculated from the first of the month to the date of the request. Please submit a signed timesheet by both employee and supervisor AND a copy of your individual work calendar with your completed draw form.

Last, fill in the amount you would like – the max allowable is 75% of your net pay. IRS rules require mandatory deductions taken from payroll draws. This will lower your draw amount received. Checks will be available Fridays, however holiday months may have exceptions – please consult the Payroll Dept. Requests must be submitted by Wednesday 4:00 pm to be paid that Friday. Requests received later will be processed the following week. No draws will be processed the week of payroll (last week of the month).

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%)
Please select one of the following:		
(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"/> To be picked up at Wash. Service Center @ 4 pm.	
<input type="checkbox"/> Direct Deposit - The space below has been provided to identify a specific banking institution and account number where would like to receive your deposit. (Must be completed)		
Direct Deposit Information		
Name of Financial Institution: _____		
Account last 4 digits: _____	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
If the account above has not been established with Accounts Payable, please provide Form 41 with a voided check.		
Employee Signature: _____	Date: _____	

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