



# BSA CHECK REQUEST FORM

**Mission:** *The Botanical Society of America exists to promote botany, the field of basic science dealing with the study and inquiry into the form, function, development, diversity, reproduction, evolution, and uses of plants and their interactions within the biosphere.*

**The objectives of The Society are to:** *sustain and provide improved formal and informal education about plants; encourage basic plant research; provide expertise, direction, and position statements concerning plants and ecosystems; and foster communication within the professional botanical community, and between botanists and the rest of humankind through publications, meetings, and committees.*

Dear BSA Member:

The BSA office provides payments for the reimbursement and/or the costs associated with a 1.) BSA and/or Section sanctioned activity, 2.) travel awards sanctioned by the Society and/or a Section, 3.) Society and/or Sectional Awards (non-travel), and for the 4.) payment of BSA and/or Sectional sanctioned honoraria. BSA requirements, in line with IRS requirement, for each class of payment are as follows:

1. Please provide all receipts as well as a note from the appropriate BSA/Sectional representative approving reimbursement.
2. Please provide receipts indicating the funds were spent on travel and/or lodging associated with the award as intended.
3. **If the award is greater than \$600** – for US citizens, please provide a completed W9 Form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>), for non-US citizens, please see IRS Publication 515 (<http://www.irs.gov/pub/irs-pdf/p515.pdf>). We will require a US identification number, a home address and we will withhold 30% of the award value for payment to the IRS.
4. **If the honoraria is greater than \$600** – for US citizens, please provide a completed W9 Form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>), for non-US citizens, please see IRS Publication 515 (<http://www.irs.gov/pub/irs-pdf/p515.pdf>). We will require a US identification number, a home address and we will withhold 30% of the honoraria value for payment to the IRS.

Purpose of Payment:

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Approved by: \_\_\_\_\_

Charge to (BSA/Section or Fund): \_\_\_\_\_

Payment Information:

Pay to the Order of:	Address 1	Address 2	City
State/Province	Zip/Postal Code	Country	E-mail

**Send Request Form & Receipts to:**  
 Botanical Society of America  
 Business Office  
 PO Box 299  
 St. Louis, MO 63166-0299  
 USA  
 Fax to: (314) 577-9515 or E-mail to: [bsa-manager@botany.org](mailto:bsa-manager@botany.org)