



Pursuing Global Justice  
Through Grassroots Change

## PAYMENT INFORMATION FORM

To ensure that you receive your payment, AJWS requires the following information. You have the option of direct deposit or check. In addition to this form, you must complete an IRS W-9 tax form.

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Please process my payments via check. (Please complete the personal information section below.)  
Please process my payments via direct deposit. (Please complete the personal information **and** banking information sections below.) **IMPORTANT NOTE:** only payment for services can be paid via direct deposit. Reimbursements (including airfare reimbursements) and cash advances can only be paid via paper check, so please provide a valid mailing address.

Please return this form via fax or post. Do not email this form back to AJWS.

### Personal Information

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\*Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Banking Information (for payments for services only)

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bank ABA#: \_\_\_\_\_

Account#: \_\_\_\_\_

Type of Account: \_\_\_\_\_

**\*In addition to this form, please complete an IRS W-9 form.**