Social & Environmental Entrepreneurs (SEE)
Disbursement for Services Form

Instructions: *Please fill out this form completely. Then mail or fax the pages to the SEE offices to the address below. Please DO NOT e-mail, as the signature of the Project Director is required for all disbursement forms.*

MAKE CHECK PAYABLE TO:

Legal Name:_____ Date:_____

*Legal Address:_____ SEE Project Name:_____

City, State:_____ Project Telephone:_____

Zip, Country:_____ Project Email / Fax: _____

****SSN or EIN:**_____ In what state/country was the work performed?_____

For CA residents: Is the payee covered by Worker's Compensation insurance? Yes / No If Yes, attach proof.

**The legal name and address of the vendor (who might receive a 1099) must be provided. However, if the check should be sent to a different address or made out to another name, please note that address here:*

***Social security numbers (SSN) are for individuals or sole proprietors. Employee ID numbers (EIN) are for businesses.*

One of these numbers is required in order for the disbursement to be made.

Dates Worked	Description of duties: If you do not have a professional bill/invoice, please describe here *in detail* the work that was performed (dates/times worked, what jobs were done, and why). Use backside if you need more room for the description. Otherwise copy the info from the bill/invoice here.	Hours Worked
	TOTAL HOURS	
	x Hourly Rate	**$**
	TOTAL AMOUNT DUE	**$**

_____ _____

Project Director (Print Name) Signature of Project Director (Required)

Social and Environmental Entrepreneurs (www.saveourplanet.org)
22231 Mulholland Hwy Ste 209 ~ Calabasas ~ CA ~ 91302 Phone: 818-225-9150 Facsimile: 818-225-9151