



**EGA TREASURER PAYMENT REPORTING FORM
(1099-MISC)**

This form must be used to report all non-employee/contract labor payments. This applies to all chapters, region and national workshops or seminars, and other contracted labor where taxes are not withheld.

Each time a payment is made, please complete this form. Send the original to national headquarters, provide one copy to the payee and keep one copy for your organization's files.

Payee is to confirm that his/her social security number or employer identification number is on file at EGA headquarters. If it is not, please have payee complete a Form W-9 which can be found at www.egausa.org under forms/guides/manuals and mail directly to EGA headquarters.

NAME OF INDIVIDUAL PAID _____ PHONE _____

STREET ADDRESS _____

P.O. BOX _____

CITY, STATE, & ZIP CODE _____

AMOUNTS PAID: _____ EVENT/CLASS DATE ____/____/____

CONTRACT FEE _____ LODGING _____

KIT/TEXT FEE _____ PER DIEM _____

TRAVEL _____ MEALS _____

MISCELLANEOUS _____

PAID BY CHECK NO. _____ DATE PAID ____/____/____ AMOUNT \$ _____

PAID BY CHARGE CARD DATE CHARGED ____/____/____ AMOUNT \$ _____

TOTAL AMOUNT PAID ON BEHALF OF ABOVE-NAMED INDIVIDUAL: \$ _____

SUBMITTED BY _____

CHAPTER, REGION, SEMINAR, EXHIBIT

TREASURER'S NAME _____

STREET ADDRESS _____

CITY, STATE, & ZIP CODE _____, _____, _____

PHONE _____ DATE MAILED TO NATIONAL ____/____/____