

### SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

#### Honorariums, Scholarships, Service Payments

School District Employee forms will be processed through the Payroll Department.  
All other vendors will be issued a T-4A at year end for total payments of more that \$500 in a calendar year.

NAME: \_\_\_\_\_

BUSINESS NAME (If applies): \_\_\_\_\_

SIN: \_\_\_\_\_ BUSINESS # (if registered): \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMPLOYEE OF SD8: Yes \_\_\_\_\_ No \_\_\_\_\_ Employee # \_\_\_\_\_

PURPOSE FOR PAYMENT: \_\_\_\_\_

#### HONORARIUM

Account Number: \_\_\_\_\_ \$ \_\_\_\_\_

#### SCHOLARSHIP

Account Number: \_\_\_\_\_ \$ \_\_\_\_\_

*T4A will be issued for the total payment if a breakdown is not provided.*

#### PAYMENT FOR SERVICE

SERVICE PORTION (T4A to be issued) \$ \_\_\_\_\_

NON SERVICE PORTION (eg. Supply costs, expenses, etc.) \$ \_\_\_\_\_

GST (if included) \$ \_\_\_\_\_

TOTAL PAYMENT \$ \_\_\_\_\_

Account Number: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Office Use Only: Payroll: 1 or 2 Earnings code: \_\_\_\_\_