Rotary PAYEE FORM

All individuals and organizations requesting payment from Rotary should complete this form.

Payments will be delayed if your information is incomplete or incorrect.

BEFORE YOU FILL OUT THE FORM,

refer to the Rotary Payment Instructions by Country (available on Rotary.org) to determine the payment method, currency, and required banking information for your country.

Individuals and organizations in Argentina (Cuil or CUIT), Brazil (CPF or CNPJ), Chile (RUT), and Colombia (RUT or NIT) are required by law to provide a tax identification number. You may provide it on this form or directly to your staff liaison.

A W-9 form is required for all Rotary vendors with a U.S. tax ID. A Certificate of Foreign Status form is required for all non-U.S. vendors. If you are a new vendor or your withholding information has changed, please include your most recent W-9/foreign status form with this payee form. Note: We may require additional documentation based on the information provided in the W9/foreign status form.

Email this form to Rotary's Accounts Payable Department at vendors@rotary.org. Alternately, you may print and fax it to +1-847-556-2137. If you complete the form by hand, print legibly in black or blue ink.

Questions? Ask your Rotary staff liaison or Rotary's Accounts Payable Department at vendors@rotary.org.

* Indicates a required field

*This payee form is for a: ☐ Rotarian ☐ Vendor ☐ Other (*please specify*) _____

SECTION A: CONTACT INFORMATION

*First and Last Name or Organization Name _____

Rotary ID _____

*Tax Identification Number _____
(required for Argentina (Cuil or CUIT), Brazil (CPF or CNPJ), Chile (RUT), and Colombia (RUT or NIT))

*Mailing Address _____

*City _____ State/Province _____

Postal Code _____ *Country _____

Primary Phone _____ Primary Email _____

*Beneficiary Name (*required for check payments*) _____

SECTION B: PAYMENT METHODS

☐ Check/draft to mailing address (section A address)

☐ EFT (fill out section C)

SECTION C: ELECTRONIC FUNDS TRANSFER (EFT)

If you are a Rotarian, the beneficiary must be in your name; joint accounts with a spouse are acceptable. Reimbursements to a business account may require additional forms.

*Account Holder Name (Beneficiary) _____

*Bank Account Number _____

*Bank Account Type (select one): ☐ Checking ☐ Savings ☐ Other (*please specify*) _____

*Bank Account Currency (*please specify*) _____

*Bank Name _____

*Bank Address/City/Postal Code/Country _____
(city and country required)

Bank Phone _____

*Direct Deposit ABA Routing # _____
(required for all U.S. EFTs)

*SWIFT Code/BIC _____
(required for all international transfers)

*IBAN _____
(required for all European payments)

*Other required bank codes _____
(BSB, Sort, Branch, IFSC, CLABE, CBU, or Bank Clearing code; refer to Rotary Payment Instructions by Country)

*U.S. Correspondent Bank Name _____
(required for international USD EFTs)

*U.S. Correspondent Bank ABA Routing # and/or SWIFT Code/BIC _____
(required for international USD EFTs)

Signature _____ Date _____