



## LOWER MERION SOCCER CLUB

Box 360 Bryn Mawr, PA 19010  
 soccer@lmsc.net www.lmsc.net

# LMSA PAYMENT VOUCHER FORM

This form must be submitted by travel teams whenever a person is to be paid for services such as coaching, administrative help, etc. Teams are NOT permitted to pay people directly for services. Instead, teams are to pay the club who in turn will pay the coaches. Checks must be made out to "Lower Merion Soccer Club" or "LMSA."

This form should NOT be used for reimbursement (i.e., money for travel, hotels, air fare, etc.). Payment vouchers must be received by the **20th of the month** or they will be held until the following month. Checks will be written on the 21st of each month.

Please print this form, fill it out completely and mail it to: LMSA, Box 360, Bryn Mawr, PA 19010.

Name of Travel Team: \_\_\_\_\_

Age Group:    U-9 U-10 U-11 U-12 U-13 U-14 U-15 U-16 U-17 U-18                      Boys / Girls

Name Of Person Submitting Payment Request:

Date Submitted:

Amount of Money Submitted For Compensation:

Check Number:

Please itemize who our checks are to be made out to and for what amounts:

LIST WHO EACH CHECK IS TO BE MADE OUT TO	AMOUNT TO BE PAID	WHAT PAYMENT IS FOR

Please include the address of any person who is owed money if we do not already have their address. Payments will not be made by LMSA unless the receiving party has a completed W-9 form on file with the club.

Date Received by LMSA: