**REQUESTS FOR PAYMENTS/REIMBURSEMENTS FROM AAA SECTIONS**

* All requests for payments from sections must come from the section treasurer and should be sent to the AAA’s Controller for processing. The AAA Check Request form should be used for this purpose.
* Receipts are required (scanned or mailed) for all reimbursement requests. Reimbursement requests are not taxable and a W9 is not required for these payments. A W9 is required for all other payments (such as an award or honorarium, or if the recipient is not a US citizen), regardless of the amount. The IRS considers this taxable income and a 1099 will be issued at the end of the fiscal year for amounts of $600 or more.
* Payment requests payable to the treasurer must be approved by the section president (treasurers are not permitted to approve payments made to themselves).
* Payees must submit an ACH and W9 (if applicable) through the secure links and their payment will be directly deposited into their accounts.