**FISCAL SPONSORSHIP DISBURSEMENT REQUEST FORM  
Please send form to Easmanie Michel at** [**emichel@nywift.org**](mailto:emichel@nywift.org)

***Note: If you are requesting a check for another company or person, you must attach a W9 form to your request.***

**Date of Request:**

**Project Title:**

**Project Director:**

**Amount Requested:**

*Note: If you take all the funds in your account, it still remains open as long as you continue to file your End Of Year Report and pay your membership fees on a timely basis.*

**CHECK PAYABLE TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WIRE TRANSFER PAYABLE TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Check processing time: 2-5 business days Wire transfer processing time: 1-3 business days

Address:   
City/State:   
Zip code:

Phone Number:

Email:

Beneficiary Routing Number:

Beneficiary Account Number:

Beneficiary Bank Name:

Beneficiary Bank Address:

Beneficiary Name:

Beneficiary Address:

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**PLEASE LIST EXPENSES** (attach receipts and invoices):

**Phase of Production:**

* Pre
* Prod
* Post
* Dist

**E-Signature of Project Director:**