



# Annapolis Valley

REGIONAL SCHOOL BOARD

121 ORCHARD ST, PO Box 340  
BERWICK, NOVA SCOTIA  
CANADA B0P 1E0  
TOLL FREE: 1-800-850-3887  
PHONE: 902-538-4600  
FAX: 902-538-4630  
www.avrsb.ca

## REQUEST FOR PAYMENT OF HONORARIUM

Name: \_\_\_\_\_  
(Please print)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

EE or SIN #: \_\_\_\_\_ OR \_\_\_\_\_  
AVRSB SAP EMPLOYEE NUMBER SOCIAL INSURANCE NUMBER (NON EMPLOYEE)

Amount: \_\_\_\_\_ Date Required By: \_\_\_\_\_

Account to be Charged: \_\_\_\_\_

Description: \_\_\_\_\_

Approved by: \_\_\_\_\_ & \_\_\_\_\_  
PLEASE PRINT NAME HERE SIGNATURE

Date: \_\_\_\_\_

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*This section to be completed by Regional Office:*

Date Received: \_\_\_\_\_

Current Employee:  Yes  No

Date Forward to Accounts Payable (if applicable): \_\_\_\_\_

**Note: A T4A will only be issued if the total of all taxable payments made to the individual by the Board amounts to \$500 or more during the tax year.**

**PLEASE COMPLETE AND RETURN THE ORIGINAL REQUEST TO  
THE PAY AND BENEFITS MANAGER, RO, BERWICK.**

Working Together for Students