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| CHECK DOCUMENTATION REQUEST FORM |  |

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| Today’s Date | Vendor Information | Amount |
| July 11, 2019 | Historic Deerfield | $150.00 |

**Form use instructions:** BMA does not remit a copy of the invoice for every check that is written. Please include this form, as well as a remittance copy of the paperwork that should accompany this check with your invoice. Common remittance requests are for those items that that have registration forms, dues and memberships, and other documentation that needs to be in file with the vendor at the time of payment. **Remittance paperwork will only be provided to the vendor when directed by this form.**

**Accounts Payable instructions:**

BMA Direct Mail - Include this form and the remittance copy of the invoice with the check to be mailed out directly. If this request is for a Town utilizing the EZSeal check stock type, check and documentation should be placed in a prepaid envelope for mailing.

Return to Town - Attach this form and the remittance copy of the invoice to the check in the secure bank mailer to the Town for the Treasurer to mail.

Special Instructions