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**american
translators
association**

ATA Request for Payment of Editor & Webmaster's Services (Honorarium)

An honorarium paid to a Division webmaster, newsletter editor, or layout designer is intended as a token of appreciation for the time volunteered. It does not reflect current market rates.

Today's Date:		Amount Requested:	
Charge To:			
<input type="checkbox"/> CLD – Chinese Language Division (10)	<input type="checkbox"/> LTD – Language Technology Division (46)	<input type="checkbox"/> MD – Medical Division (47)	
<input type="checkbox"/> FLD – French Language Division (15)	<input type="checkbox"/> ND – Nordic Division (50)	<input type="checkbox"/> PLD – Portuguese Language Division (55)	
<input type="checkbox"/> GLD – German Language Division (20)	<input type="checkbox"/> SLD – Slavic Languages Division (60)	<input type="checkbox"/> SPD – Spanish Language Division (65)	
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<input type="checkbox"/> JLD – Japanese Language Division (40)			
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Payable To: <i>Payment will be delayed without complete information. Please print.</i>			
<i>Vendor's tax ID number or individual's social security #:</i> _____			
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Description of Services			
Name of Publication		Issue Date	
Editorial Services Provided	<input type="checkbox"/> Content – Account #500-0060 <input type="checkbox"/> Web – Account #500-0110 <input type="checkbox"/> Layout – Account #500-0070		
Approved by Division Administrator	<i>Print Name</i> _____		
	<i>Signature</i> _____	<i>Date</i> _____	
For Accounting Use Only			
Approved By:		Date Approved:	
Date Paid:	Amount Paid:	Check #:	

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Return this form to ATA Headquarters to the attention of Mary David, Chapter and Division Relations Manager