



School District of New London  
901 W. Washington St.  
New London, WI 54961  
920/982-8530

Accounting Department  
PH: 920/982-8530  
FAX: 920/982-8551  
Email: [officials@newlondon.k12.wi.us](mailto:officials@newlondon.k12.wi.us)

---

Dear Official,

Starting for the 2015-16 school year, the School District of New London will require ACH payments to all officials. Please complete the bank and W-9 forms attached to this email and submit to the District's Accounting Department prior to August 15<sup>th</sup>. We do not need the original forms for our records, so they can be faxed, emailed or mailed. The forms can also be found at <http://www.newlondon.k12.wi.us/Forms.cfm>. You are welcome to contact our accounting department if you feel you have a W-9 form already on file with our district.

The payment schedule will run Monday to Sunday for payment in the following week. The District processes payments on Thursdays. You will receive an email notification when the payment is processed and the amount will be directly deposited into your bank account 1-2 business days after processing. **It is your responsibility for notifying the District if there are any bank account changes.**

To receive payment, you will have to complete the top portion of a voucher. The voucher will be a two part form printed on carbonless paper. Blank vouchers will be available at all events. You will give the completed voucher to the event manager for a signature and you will receive a copy (yellow) for your records. The event manager will then submit the school copy to the Accounting Department for payment. Please note that your payment will not be processed until the bank form and W-9 forms are received by our Accounting Department.

If you have questions, or need additional information, please contact Janel Pittler at 920/982-8530 or email [officials@newlondon.k12.wi.us](mailto:officials@newlondon.k12.wi.us).

Sincerely,

Joe Marquardt  
Director of HR & Business Services