



# TOWN OF ESSEX CHEQUE REQUEST

REQUESTED BY:

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DATE OF REQUEST:

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CHEQUE PAYABLE TO:

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ADDRESS OF PAYEE:

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CHEQUE AMOUNT:

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REASON FOR CHEQUE:

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CHARGE TO ACCOUNT:

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ACCOUNT

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**SPECIAL INSTRUCTIONS**

*(ie. Return cheque, attach letter to  
cheque, etc.)*

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DATE REQUIRED:

next cheque run

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APPROVED BY:

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SIGNATURE