



Stimson Lumber Company One Time Payment Request

Send form to: payroll@stimsonlumber.com

Select Type of Payment Request

- Relocation Bonus Off-Cycle Bonus Referral Bonus Sign-On Bonus
- Tuition Reimbursement
(Must attach documentation) Timberland Acquisition Bonus Boot/Safety Glasses Reimbursement
(Must attach receipt)

Payment Recipient

Name: _____ Employee Number: _____
Location: _____

Requested by

Requestor Name: _____ Position: _____

Reason for Request: _____

Requested Amount: \$ _____ Taxed Grossed Up

Instructions (e.g., when is check needed, where should check be sent, etc.):

Approved by

Approved By: _____ Date: _____

All requests over \$5,000 must be approved by Andrew Miller or Dan McFall before processing.

Payroll Int.: _____ Date: _____

Payroll Notes: _____

Rev. 9/26/2017