

PURCHASING POLICIES AND PROCEDURES MANUAL
FOR LOCAL EDUCATIONAL AGENCIES

WEST VIRGINIA STATE TAX DEPARTMENT
ADMINISTRATIVE SUPPORT UNIT
INTERNAL AUDITING DIVISION

REQUEST FOR RELEASE OF FINAL PAYMENT

FEDERAL IDENTIFICATION NUMBER: _____

NAME OF CONTRACTOR: _____

CONTACT NAME: _____ Phone # _____

ADDRESS _____

DATE OF CONTRACT: _____

NUMBER OF CONTRACT: _____

LOCATION OF CONTRACT: _____

Brief Description of Work Performed: _____

\$ AMOUNT OF CONTRACT: _____

\$ AMOUNT PAID: _____

\$ AMOUNT NOW DUE _____

The above contract is in process of final settlement. If all West Virginia required taxes have been paid, please forward release. Final settlement will not be made pending receipt of such release.

BY: _____

PHONE NUMBER: (____) _____

AGENCY: _____

ADDRESS: _____

FORWARD TO: WV STATE TAX DEPARTMENT / ADMINISTRATIVE SUPPORT UNIT
1001 LEE STREET EAST
CHARLESTON, WV 25301

FOR ASSISTANCE OR INFORMATION, PLEASE CALL (304) 558-1114, 558-0659, 558-8695
FAX NUMBER: (304) 558-8643