

PAYROLL EXPENSES – Proof of Payment:

Example if Payroll System is being utilized to cut payroll checks, then there may be a Report similar to this that can be used as Proof of Payment.

This example hits the following requirements:

- 1) Name of Employee
- 2) Date of Payment
- 3) Pay Period Covered
- 4) Amount of payment
- 5) Check/Deposit Data

#ZM-DEMO Generic Company, Inc.				Check Reconciliation (S214)	
				Check Date :	04/29/2016-1
				Period Range :	04/01/2016 TO 04/30/2016
				Week Number :	Week #18
Employee ID Name	Check Type	Date	Check Number	Direct Deposit	Net Amount
Account #					
7 Admin, Empresario	Regular	4/29/2016	5050		3,985.92
6 Manager, Test	Regular	4/29/2016	5051		3,041.97
11 Smith, John	Regular	4/29/2016	Direct Deposit	649.55	NET CHECK
9 Ski Bum, Mark	Regular	4/29/2016	Direct Deposit	773.31	NET CHECK
4 Scott, Brittany	Regular	4/29/2016	Direct Deposit	1,292.90	NET CHECK
3 Johnson, Laura	Regular	4/29/2016	Direct Deposit	1,292.90	NET CHECK
1 Iglesias, Julio	Regular	4/29/2016	Direct Deposit	1,107.87	NET CHECK
2 Employee, Empleado	Regular	4/29/2016	Direct Deposit	1,026.02	NET CHECK
Total for account :				6,142.55	7,027.89
Company Totals					
Net Payroll Checks :				2	7,027.89
Net Direct Deposit :				6	6,142.55
Partial Direct Deposit :				0	0.00
Manual Checks :				0	0.00
Void checks :				0	0.00
3rd Party Checks :				0	0.00
Agency Checks :				0	0.00
Agency Checks DD :				0	0.00
Agency Checks Void :				0	0.00
Tax Deposit Checks :				0	0.00
Tax Deposit Checks Void :				0	0.00
Billing Checks :				0	0.00
Total :				8 Items	13,170.44

PAYROLL EXPENSES – Proof of Payment (continued):

Example if Payroll System is being utilized to cut payroll checks, if payroll report as exemplified above is not available then can use check stub as Proof of Payment.

This example hits the following requirements:

- 1) Name of Employee
- 2) Date of Payment
- 3) Pay Period Covered
- 4) Amount of payment
- 5) Check/Deposit Data

Sample Company Name, Sample Company Address, 95220				EARNINGS STATEMENT		
EMPLOYEE NAME		SOCIAL SEC. ID	EMPLOYEE ID	CHECK No.	PAY PERIOD	PAY DATE
James Robert		XXX-XX-6565	454545	259248	01/23/14-01/29/14	01/31/14
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES			1,000.00	FICA MED TAX	14.50	72.50
				FICA SS TAX	62.00	310.00
				FED TAX	159.50	797.48
				CA ST TAX	44.26	221.31
				SDI	10.00	50.00
YTD GROSS	YTD DEDCTIONS	YTD NET PAY		TOTAL	DEDUCTIONS	NET PAY
5,000.00	1,451.28	3,548.72		1,000.00	290.26	709.74

PAYROLL EXPENSES – Proof of Payment (continued):

Example if Checks are being handwritten for Payroll, can use check stubs.

(Other options: Carbon Copy of Check/Canceled Check/Bank Statement reflecting the cleared check)


This example hits the following requirements:


- 1) Name of Employee
- 2) Date of Payment
- 3) Pay Period Covered
- 4) Amount of payment
- 5) Check Data


BALANCE FORWARD		
DATE <u>02/10/2000</u>	DEPOSITS	
TO <u>Jane Doe</u>		
FOR <u>Pay Period</u>	SUB-TOTAL	
<u>1/1/20-1/31/20</u>	THIS CHECK	<u>1,000.00</u>
	OTHER TRANSACTION + OR -	
<input type="checkbox"/> TAX DEDUCTIBLE	BANK BALANCE	
Check# 1001		

BALANCE FORWARD		
DATE <u>02/10/2000</u>	DEPOSITS	
TO <u>John Doe</u>		
FOR <u>Pay period</u>	SUB-TOTAL	
<u>1/1/20-1/31/20</u>	THIS CHECK	<u>1,500.00</u>
	OTHER TRANSACTION + OR -	
<input type="checkbox"/> TAX DEDUCTIBLE	BANK BALANCE	
Check# 1002		

BALANCE FORWARD		
DATE <u>02/10/2000</u>	DEPOSITS	
TO <u>Jacqueline Doe</u>		
FOR <u>Pay period</u>	SUB-TOTAL	
<u>1/1/20-1/31/20</u>	THIS CHECK	<u>1,230.00</u>
	OTHER TRANSACTION + OR -	
<input type="checkbox"/> TAX DEDUCTIBLE	BANK BALANCE	
Check# 1003		

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.	
Check# 1001	
PAY TO THE ORDER OF <u>Jane Doe</u>	DATE <u>02/10/2000</u> \$ <u>1,000.00</u>
<u>One thousand and 00/100</u>	DOLLARS 
MEMO <u>Payroll 1/1/20-1/31/20</u> MP	

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.	
Check# 1002	
PAY TO THE ORDER OF <u>John Doe</u>	DATE <u>02/10/2000</u> \$ <u>1,500.00</u>
<u>One thousand five hundred and 00/100</u>	DOLLARS 
MEMO <u>Payroll 1/1/20-1/31/20</u> MP	

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.	
Check# 1003	
PAY TO THE ORDER OF <u>Jacqueline Doe</u>	DATE <u>02/10/2000</u> \$ <u>1,230.00</u>
<u>One thousand two hundred thirty and 00/100</u>	DOLLARS 
MEMO <u>Payroll 1/1/20-1/31/20</u> MP	

MILEAGE EXPENSES – Mileage Log:

Example of mileage log as Supporting Document.

**PROOF OF PAYMENT OPTIONS ARE THE SAME AS FOR PAYROLL.*

This example hits the following requirements:

- 1) Name of Employee/Driver
- 2) Date of Travel
- 3) To/From Locations
- 4) Miles traveled
- 5) Total Mileage Cost (mileage multiplied by current IRS rate)

[illegible]

PURCHASES & SERVICES EXPENSES:


Example of itemized receipt or invoice from the vendor as Supporting Document.

**PROOF OF PAYMENT (if not already indicated on receipt) OPTIONS ARE THE SAME AS FOR PAYROLL.*

This example hits the following requirements:

- 1) Document clearly indicates the grant expense and amount of expense
- 2) Document clearly indicates the date of purchase/service

Combined Gas & Electric page 1




Important Information pse.com f t i c k e d i n g

JENNY PUGET
Serving: 12345 POWER AVE S, Bellevue


Your Usage Information

Electric



Average daily kilowatts: Last Year 19.87, This Year 32.81
Average daily cost: Last Year \$2.07, This Year \$3.25
Days in billing cycle: 30, 32
Average temperature: 66°F, 66°F

Natural Gas



Average daily therms: Last Year 0.73, This Year 1.46
Average daily cost: Last Year \$1.21, This Year \$1.93
Days in billing cycle: 30, 32
Average temperature: 66°F, 66°F

Issued: July 15, 2018
Account Number: 200012345678
DUE DATE August 4, 2018
TOTAL DUE \$165.64

Your Account Summary

Previous Charges:
Amount of Your Last Bill (dated 6/13/2018) \$ 137.78
Payment received 7/3/2018 – Thank you! -137.78
Past Due Amount \$ 0.00

Current Charges:
Electric Charges \$ 103.95
Natural Gas Charges 61.69
Total Current Charges \$ 165.64

Total Includes current and past due charges **Total \$ 165.64**

Late Payments | A late payment fee of 1% per month will apply to past due charges, if any, and amounts unpaid more than 10 business days after the statement due date. Amounts will be considered delinquent if payment is not received on or before the due date.

Monthly Energy Tip
Save money and stay cool this summer. Add insulation to make your home more energy efficient throughout the year.

How to reach us
Email: customercare@pse.com
Customer Service: 1-888-225-5773 TTY: 1-800-962-9498
Hours: 7:30 a.m. – 6:30 p.m. M – F TRS: 1-866-831-5161
Puget Sound Energy: P.O. Box 91269, Bellevue, WA 98009
24 Hour Emergency and Outage line: 1-888-225-5773

PSE PUGET SOUND ENERGY

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Mail this coupon and make check payable to Puget Sound Energy

000012 1 MB 0-025 0000
JENNY PUGET
12345 POWER AVE S
BELLEVUE WA 98004

Puget Sound Energy
P.O. BOX 91269
Bellevue, WA 98009-9269

Account Number: 200012345678
DUE DATE August 4, 2018
TOTAL DUE \$165.64

Yes, I want to give \$ _____ to the Warm Home Fund.

00600000700000 001 01 123456789102 000000033688 000000033688

Combined Gas & Electric page 2

Your bill includes charges for electricity and/or natural gas, delivery services, general administration and overhead, metering, taxes, conservation expenses and other items.

Electric Detail Information: 12345 POWER AVE S, Bellevue

Rate Schedule	Meter #	Start Date	End Date	Multiplier	Kilowatt Hours (kWh)	Electric Demand (kVA)	Reactive Power (kVAR)	Meter Read Type
Residential 7	R057260038	6/12	7/14	10	1,050	—	—	Actual Read

Your Electric Charge Details (32 days)

	Rate x Unit	=	Charge	Definitions
1,050 kWh used for service 6/13/2018 - 7/14/2018				
Basic Charge	\$7.87 per month	\$	7.87	Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
Electricity				Multiplier — Converts the amount of electricity used as measured by your meter into kWh.
Tier 1 (First 600 kWh Used)	0.092103 600 kWh		55.26	kWh — Your use of electricity is billed in units called kilowatt hours. It is a unit of energy that equals 1,000 watts of electricity consumed in one hour.
Tier 2 (600 to 20,000 kWh Used)	0.110925 450 kWh		49.92	
Energy Exchange Credit	-0.015170 1,050 kWh		-15.93	Energy Exchange Credit — Federal Columbia River Benefits supplied by Bonneville Power Administration from low-cost power generated by federal hydroelectric dams.
Other Electric Charges & Credits			0.67	
Green Power Purchase	2.000000 per block		4.00	Other Electric Charges and Credits — Includes the Conservation Program and Power Cost Adjustment (if any) charges, and the Merger, Federal Wind Power, and Renewable Energy credits.
Subtotal			101.79	
Taxes				
State Utility Tax (\$4.03 included in above charges)	3.873%		2.16	
Effect of Bellevue City Tax	2.120%	\$101.79		
Current Electric Charges			\$ 103.95	

Natural Gas Detail Information: 12345 POWER AVE S, Bellevue

Rate Schedule	Meter #	Start Date	End Date	CCF	Therm (Usage)	Meter Read Type
Residential 23	400553	6/12	7/14	44	46.809	Actual Read

Your Natural Gas Charge Details (32 days)

	Rate x Unit	=	Charge	Definitions
46,809 therms used for service 6/13/2018 - 7/14/2018				
Basic Charge	\$10.29 per month	\$	10.29	Basic Charge — Covers the costs for meters, meter reading, billing and other costs that do not vary with energy use or the number of days covered by the bill.
Natural Gas				CCF — Your meter measures the volume of natural gas used in hundreds of cubic feet.
Delivery Charge	0.404720 46.8094 Therms		18.94	Btu Factor — Converts your CCF energy usage into therms by adjusting it for actual heat content. Btu stands for British Thermal Unit.
Gas Cost	0.571580 46.8094 Therms		26.76	Therm — Your use of natural gas is billed in units called therms. It is a unit of heat that equals 100,000 Btu.
Other Natural Gas Charges & Credits			0.42	Other Natural Gas Charges and Credits — Includes the Conservation Program charge and the Merger credit.
Carbon Offset	4.000000 per block		4.00	
Subtotal			60.41	
Taxes				
State Utility Tax (\$2.38 included in above charges)	3.852%		1.28	
Effect of Bellevue City Tax	2.120%	\$60.41		
Current Natural Gas Charges			\$ 61.69	

Emergency or Power Outage
Dial 1-888-225-5773

To report a natural gas or electric emergency or a power outage, 24 hours a day, call 1-888-225-5773

Para informar sobre emergencias eléctricas, de gas o apagones 24 horas al día, llame al 1-888-225-5773

若欲報告天然氣或電氣突發事件，或停電事故，每天 24 小時均可致電 1-888-225-5773

Чтобы сообщить об аварии, связанной с природным газом или электроэнергией, или о перебое в подаче электроэнергии, звоните в любое время суток по номеру 1-888-225-5773

We can translate for other languages. Call 1-888-225-5773.

Keeping our word.
You will receive a \$50 credit on your PSE bill if we do not keep a set appointment to install new or reconnect existing service or inspect natural gas equipment. Exceptions apply during major storms or significant events beyond our control.

You deserve excellent service.
Every day we aim to give you clear, understandable answers to your questions about bills, credits, deposits and your energy service. If you have a complaint or dispute with your bill or service, please call us at 1-888-225-5773. If you are not satisfied with the response, ask to speak with a supervisor. If you are still not satisfied, you may contact the Consumer Affairs section of the Utilities and Transportation Commission at 1-888-333-WUTC (9882) or complete an online complaint form at www.utc.wa.gov.

This bill is recyclable



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MANAGER SCOTT HUGHES
9400 E HAMPDEN AVE
DENVER CO 80231

ST# 3566 OP# 00005531 TE# 12 TR# 04101
CARV BD TKY 004470003330 F 3.98 0
GG HC VALLEY 002000047481 F 1.98 0
GG HC VALLEY 002000047481 F 1.98 0
KOSHER SLICE 004470009219 F 2.98 0
TR FS PM 004850002151 F 3.00 0
REDUCED MEAT 020253300468 F 4.68 0
APPLE HONEY 00000003283KI 5.00 N
1.44 lb @ 1 lb /3.47
NAVEL ORANGE 000000003107KI 4.68 N
6 AT 1 FOR 0.78
BANANAS 000000004011KI 0.85 N
1.60 lb @ 1 lb /0.53
HNZ RECD SGR 001300000799 F 2.48 N
SUBTOTAL 31.61
TOTAL 31.61
VISA TEND 31.61

ACCOUNT # ***** 3843 S
APPROVAL # 00402A
REF # 408500855008
TRANS ID - 0584085703607950
VALIDATION - HW7P
PAYMENT SERVICE - E
TERMINAL # MK099073

03/26/14 13:32:40
CHANGE DUE 0.00
ITEMS SOLD 15
TC# 6120 6896 8063 0633 4261
Our Guaranteed Low Prices
Are Unbeatable with Ad Match!
03/26/14 13:32:40
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