

# Member Function Questionnaire

To comply with Internal Revenue Service guidelines, the following information must be obtained for all functions of more than eight persons. For questions, contact Kevin Reilly at (703) 537-7605 or Ed Yoder at (540) 801-1231.

Host Member's Name	Account Number	Date of Function
Total Number in Group _____	Total Charges \$ _____	
Number of Nonmembers in Group _____	Nonmember Charges \$ _____	

**THE FOLLOWING QUESTIONS MUST BE ANSWERED BY THE HOST MEMBER**

	YES	NO
1. I have paid for the services and will not be reimbursed.	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If yes, please sign and return this form.</b> If no, please continue.</p>		
2. I will be reimbursed by nonmembers, other than my employer, or they will pay the club directly.	<input type="checkbox"/>	<input type="checkbox"/>
<p>a. If yes, indicate the amount paid by nonmembers \$ _____</p> <p>b. If this is a <u>gratuitous</u> payment for your benefit, indicate donor's name and your relationship to the donor.</p> <p>Donor's Name &amp; Relationship _____</p> <p>Reason Why Gratuitous _____</p>		
3. I will be reimbursed by my employer, or he/she will pay the club directly.	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If yes, complete the following:</b></p> <p>a. Employer's Name &amp; Address _____</p> <p>b. Indicate the amount of the payment attributable to nonmember use \$ _____</p> <p>c. If a large number of nonmembers is involved and they are readily identifiable as a particular class of individuals, please indicate such class and the business or other relationship to the member or indicate each nonmember's name and business or other relationships to the member on the back of this form.</p> <p>Class of Individuals _____</p> <p>Relationship to Member _____</p>		
d. Were your business, personal, or social purposes served by this nonmember use?	<input type="checkbox"/>	<input type="checkbox"/>
<p>Member's position in company _____</p> <p>Purpose served _____</p>		

Signature of Member \_\_\_\_\_ Date \_\_\_\_\_