

Author Name(s) (including legal name)		
Complete Mailing Address		
Phone		
Email		
512200-0200	<input type="checkbox"/> Author Reading Fee #1 (\$300.00)	
512200-0200	<input type="checkbox"/> Author Reading Fee #2 (\$300.00)	
	Subtotal	
	<input type="checkbox"/> Calculate 5% GST Registration #:	
	If claiming mileage: I've filled out the "Explanation of Travel" section on pg. 2.	<input type="checkbox"/>
536200-0200	<input type="checkbox"/> Return Travel Reading 1 _____ @0.44/km (max \$300.00)	
536200-0200	<input type="checkbox"/> Return Travel Reading 2 _____ @0.44/km (max \$300.00)	
	Subtotal	
461600-0200	**Donation: I would like to donate to the SWG (optional) Please see note on final page.	
	Total paid to author	
Approvals		

I would like payment by:

(Preferred) Direct deposit

To sign up for direct deposit for the first time, or to update your banking information with the SWG, please complete the separate Payment Method Request Form.

Interac e-transfer

Email address for e-transfer: _____

We are only able to e-transfer accounts with auto-deposit. If you require a security question and answer, we cannot e-transfer you. Please use direct deposit.

Cheque

If you're unable to accept direct deposit or e-transfer, a cheque can be made available. However, please note that cheques will eventually be phased out as a payment option.

Please type your name as your signature: _____

To see our full privacy policy, please visit <https://skwriter.com/privacy-policy>

Explanation of Travel: Please let us know your travel route so you are compensated properly (i.e.: from Saskatoon to Rosetown, Rosetown to Outlook, Outlook to Swift Current, Swift Current to Saskatoon.)

Travel mileage is calculated using Google Maps from your home community to the reading location and back to ensure consistency at a rate of 44 cents per kilometer to a maximum of \$300 per reading. Please do not submit odometer readings. Mileage is paid for readings outside your home community with a minimum distance of 20 kms travelled total in SK.

Reading Reports: You may claim up to two readings on one form at a time. **If you are only claiming one reading at this time, please complete this form beginning in the Reading 1 spot**, even though this may not be your first reading this program year. If you are reporting on more than two readings at a time, please use additional forms.

May we use your report(s) as a testimonial? **Yes** **Yes, but anonymously** **No**

Reading #1:

Host Organization	
Reading Date	
Contact Person	
City/Town where Reading is Located	

Using a scale of 1 to 5, with 5 being a highly successful reading and 1 being not at all successful, how would you rate the overall success of your reading?: _____

Please provide comments about your reading. Consider audience engagement, the reading location, your own expectations, and/or other metrics of success (minimum 25 words):

Reading #2 (Please use this block only if you are reporting on two readings at this time and you've already filled out the Reading #1 block.):

Host Organization	
Reading Date	
Contact Person	
City/Town where Reading is Located	

Using a scale of 1 to 5, with 5 being a highly successful reading and 1 being not at all successful, how would you rate the overall success of your reading?: _____

Please provide comments about your reading. Consider audience engagement, the reading location, your own expectations, and/or other metrics of success (minimum 25 words):

Notes:

****Donations:** To receive a tax-deductible receipt, the donated amount needs to be less than 100% of your total earnings on this form. For those who wish to donate 100% of their author readings earnings, we must pay you the total amount first and then you can donate the full amount back to the SWG in a separate transaction to receive a tax-deductible receipt, as per Canada Revenue. Please visit skwriter.com/donate for more info.

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Please email your completed author claim form to swgevents@skwriter.com

Thank you!