



People Investing in People

# REQUIRED DOCUMENTS

100 Witherspoon St.  
Louisville, KY 40202-1396  
www.pcusa.org/sdop



1(800) 728-7228 ext 5781  
Fax: (502) 569-8001  
Email: clara.nunez@pcusa.org

We are eager to provide the first payment toward your group’s grant. Please send the requested items to Ms. Clara Nunez, our Associate for Program at clara.nunez@pcusa.org, so we can release your funds. We are pleased to enter into this partnership and look forward to hearing from you. Include your reference number in all your correspondence. Please **follow up with a phone call or email** to ensure your documents have been received.

## PLEASE READ CAREFULLY

Check boxes as completed

ALL items requested must reflect the same group name (**NO INDIVIDUALS**) and the same address.

**Complete the checklist form and send it together with the required documents.**

**IMPORTANT: Payments WILL NOT BE ISSUED unless ALL required documents are received**

**Payments take 15-20 business days to be processed.**

- 1. **Bank Documentation** Either one of the following:
  - Letter from the bank with account in the name of the group or fiscal agent, account number
  - Voided Check and/or completed direct deposit form with voided check
  
- 2. **W-9 Form:** You must complete and return the Taxpayer Identification form **in the name of the group or fiscal agent. NO INDIVIDUALS.** W9 form name and bank account name must be the same
  
- 3. **If using a fiscal agent:** Provide the name of the fiscal agent. In the rare case that you need to channel the funds using another organization all the above items are required from the fiscal agent. (Please explain why you need a fiscal agent?).
  
- 6. **Method of Payment** - Choose one:
  - CHECK:** Our accounting department’s processing time is usually fifteen working days.
  - DIRECT DEPOSIT:** Please complete the Authorization Agreement for Automatic Deposits form and attach a voided check. Direct deposits are processed only on Wednesday and funds are credited to the account on Friday. Our accounting department’s processing time is usually fifteen working days.
  
- 7. By checking this box, the members of the group understand the reports, pictures and articles will be used to evaluate our partnership and to interpret it to the Presbyterian Church members.

The group has 3 months from the date in the funding letter to submit the requested documentation, if not the grant may be **RESCINDED. Half of the final payment will be held until the final progress report is received. If the final progress report isn’t received within 3 months the remainder of the grant will be RESCINDED.**

If there are **changes** in your address, decision makers, contact persons, bank information during the course of funding our office must be notified in writing. **Changes in the budget need to be approved by the Regional Task Force.**

**\*Please keep a copy of this page for your records.**