Check Request Form Instructions

Form Fields

- **Organization:** Your FSO's name
- **Make check payable to:** This can be an organization or individual.
  - If this is a reimbursement request, the individual or organization that spent the funds should be receiving the reimbursement.
  - If this is an invoice payment request, the check should be made payable to the individual or organization supplying the invoice. A mailing address must be provided.
- **Amount:** The amount being paid or reimbursed. If you are requesting that multiple invoices be paid or multiple expenses be reimbursed, provide the total amount.
  - Supplemental documentation (invoices or receipts) must be provided for the check request to be processed.
  - If the number of expenses being paid or reimbursed is more than a couple, include a spreadsheet listing the amount of each expense and the total. This will ensure quicker processing by SE Uplift.
- **Funding Account:** If you have subaccounts for restricted funds, clarify whether to draw the money out of the FSO's general account or indicate which subaccount.
- **Memo:** A description of what the funds are being spent on, e.g. office supplies, facilitators, SOS or DOJ reimbursement and for which year. This information will be included in the transaction report, should you request one.
- **W-9:** This is required if an individual or organization will receive $600 or more from SE Uplift within a calendar year. If SE Uplift already has a W-9 on file for the individual or organization (e.g. from a previous year), an update is required anytime there is a change in name, mailing address, or tax ID.
  - Exemption: A W-9 is not required for timely reimbursements (with receipts provided) to non-compensated volunteers. More information is available here.

Questions

1. **Where should I direct the completed check request form?**

   It depends. Completed check request forms from FSOs are usually directed to the Fiscal Sponsorship Program Manager.
   - Exception: Check requests for SE Uplift grantees (internal grant accounts) can be emailed to the Grantmaking Program Manager, Alex, at alex@seuplift.org.
   - Exception: Check requests from neighborhood associations for reimbursement of Secretary of State or Department of Justice annual reports can be directed to your assigned liaison.

2. **May I submit a hard copy of the completed check request form?**

   You may submit a hard copy if you wish, as long as all of the required content (including supplemental documentation) is provided. Staff do work remotely a couple days per week; submitting the form via email will ensure the quickest processing.

3. **May I request reimbursements for multiple expenses or payment of multiple invoices on a single check request form?**

   Yes! If the payee is the same, you may group invoices or receipts for a single check/payment.

4. **May I request that a check request be split between multiple accounts, e.g. empty the remaining funds from a grant account plus draw some funds from general?**

   Yes. Clarify how much to draw from each account (must equal the total amount requested) on the check request form or via email when submitting the check request.

5. **How long will it take to receive the check?**

   SE Uplift processes check requests weekly. While it may take less than a week for your check to be processed, please allow up to 10 business days (2 weeks), as per the fiscal sponsorship agreement. Most checks are mailed via USPS.

6. **Can SE Uplift expedite check processing?**

   Possibly. Please let us know if a check request is urgent. If staffing allows, SE Uplift will try to accommodate a quicker turnaround.

7. **May I pick up my check from the office?**

   Yes. The SE Uplift office is open Tuesday through Thursday from 10am-5pm, except for federal holidays and a couple staff holiday weeks. It is best to schedule a pick-up appointment with a staff member, to ensure that your check will be ready and to make sure that staff will be available.

8. **Can SE Uplift issue a payment by means other than via check?**

   Possibly. If the business can provide an invoice or order information that you can forward with a completed check request form, a SE Uplift staff member can call to pay by card. Please indicate this with your check request submission and provide the contact information for the business/representative. Submitting a completed check request form is still required.