



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

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



1(800) 728-7228 ext 5782
 Fax: (502) 569-8001
 Email: sdop@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 Administration at sdop@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.

Payments take 15-20 business days to be processed.

PLEASE READ CAREFULLY

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

Check
boxes as
completed

1. Please complete this check list form and send it together with the required documents.
2. **Documentation from your bank** (on the bank's letterhead or affixed with its stamp) that reflects:
 - **Account in the name of the group** (if not, please explain why?)
 - **Account number**
 - **Two signatories are REQUIRED** to draw from the account. If the bank doesn't provide this statement then the group should provide us with a statement acknowledging this requirement and the names of the signatories. (The signatories cannot be from the same family).
3. **W-9 Form:** You must complete and return the Taxpayer Identification form **in the name of the group. NO INDIVIDUALS**
4. **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?). No administrative fees to be paid with SDOP funds. Call the SDOP office for **additional requirements** when using a fiscal agent at 1-888-728-7228 ext. 5782.
5. **Letter of Agreement:** A letter of understanding and agreement to the conditions and purpose of the grant, **signed by each member of decision makers (governing board).** If there have been **changes in the decision makers (governing board),** please complete the decision makers (governing board) form.
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 an original 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. 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.**
8. If there are **changes** in your address, decision makers (governing board), contact person, 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.

Presbyterian Committee on the Self-Development of People

100 Witherspoon St.

Louisville, KY 40202

Tel: (800) 728-7228 ext 5782

Email: sdop@pcusa.org

www.pcusa.org/sdop

REQUIRED DOCUMENTS

IMPORTANT:

Payments **WILL NOT BE ISSUED** unless

ALL required documents are received.

Please **follow up with a phone call or email** to ensure your documents have been received.

PLEASE READ CAREFULLY