SO, YOU WANT TO GET A CHECK CUT?
A GUIDE FOR GETTING IT DONE

Provided by the Office of Financial Services

Official RFC Instructions

Pay to: Enter exact name of company or individual to be paid. Use proper names only-no nicknames or shortened versions. Do not use titles such as Mr., Mrs., Prof., etc. **If possible**, do not use middle initials.

Select One: Select if payment request is for a vendor, an employee or a student by checking the appropriate box.

Mail to: Enter the complete street address to which the check will be mailed. Do not repeat the payee name in this field. *Please note that the remittance address on an invoice or statement often differs from a letterhead or vendor address.* Checks cannot be mailed to anyone other than the company or individual named on the "Pay to" line. At a minimum, the building name and college must be entered. If possible, include a room number or department name. ***Do not use Claremont, CA 91711 for campus addresses.***

Treasurer's Office pick-up: Enter an "X" if your Treasurer's Office has authorized check pick-up. *Requires authorized Treasurer's Office signature.* Sign on line below the box. **Only authorized persons, designated by the Treasurer's Office, may physically pick up checks. The designated persons must have their name and sample signature on file in the accounts payable department to pick up checks.**

Process date: For Accounts Payable use only.

Vendor No.: For Financial Services use only.

SS# or Tax ID#: List the social security number (SSN) or tax identification number (TIN). The Internal Revenue Service (IRS) requires one or the other for reporting payments for services, awards, or prizes. If a SSN or TIN is not provided we are required by the Internal Revenue Service to withhold estimated taxes from the payment at the prevailing IRS rate.

Account to credit: For inter-college payments (ICP) please indicate the "Pay to" College's account number to credit.

Non California Resident: According to California Revenue and Taxation Code Section 18662, we are required to withhold taxes from payments made to non California residents for services performed in California, rent or royalties paid from California sources, or distributions paid from California source income when payments are greater than $1,500 for the calendar year.

If the payment request is for a non California resident, check this box. Indicate if you expect that payment(s) will not exceed $1,500 for the calendar year and/or if a FTB Form 590 (Withholding Exemption Certificate) has been submitted by checking the appropriate box.

Non Resident Alien: If payment request is for a non resident alien, check this box. Indicate if the vendor has submitted IRS Form 8233 or IRS Form W-8BEN. If a form other than IRS Form 8233 or W-8BEN has been completed select "Other" and indicate what form has been submitted (i.e., IRS Form W-8ECI, or W-8EXP). Attach original signed form.

Reason for payment: Enter a brief explanation of the purpose of the check. Please be as specific as possible.

Prepared by: Print the name and extension of the individual preparing the RFC.

Approved by: Signature of person(s) responsible for account(s) and date. Please refer to your institutions signature authorization or purchasing and payment policy, the RFC may require a co-authorization signature.

Print Name: Print or type name of the authorized signer.

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Commodity Code: Use **exact** commodity code from the drop down box or Commodity Code Listing. The commodity code provides a means to obtain purchase information from the accounts payable system. Please use the appropriate commodity code for your payment. If a commodity code does not exist for the payment type, please leave blank.

Invoice number: Enter the invoice number only. If payment is for a credit card invoice, enter the name of the cardholder. If there is no invoice number or payment is not for a credit card invoice, leave this space blank. *Do not use it if reimbursing an individual.*

Invoice date: Enter the invoice date only. If no invoice date, leave this space blank. *Do not use if reimbursing an individual.*

Amount: Enter payment amount. The payment amount may be charged to more than one account number. Do no list sales tax or shipping and handling charges on separate lines of the RFC. *Use only one line per invoice per account number. If payment is for a credit card invoice, multiple petty cash purchases, or multiple receipts, summarize payment by account number.*

Description: If necessary, enter a brief (20 character maximum) description of payment. When making payments to vendors who use account numbers instead of invoice numbers, enter the account number in this field. Examples of such payments include: bank credit cards, utilities, and membership and subscription renewals. The description will print on the check stub and will help the vendor apply the payment correctly.

Account number: Fill in the complete and appropriate general ledger account number(s) to be charged for the expenditure(s). Divide account number into fund (3 digits), unit (7 digits), and object code (4 digits).

Total: Total of all amounts on current page. **(A formula has been created in this box for your convenience).**

Grand Total: *Used in multipage RFC only.* If the line items exceed the form length (14 lines), place a grand total on the first page. **(A formula has been created in this box for your convenience).**

When the RFC is completed and signed, please submit to the appropriate accounting team member in Financial Services.