Special Request for Check (SRFC)

The Special Request For Check (SRFC) form is divided into the following sections:

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**Use of the SRFC Form**
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- Accounting Operations Backup Form
INTRODUCTION

Overview
Authorized uses for this form, including specific requirements applicable to those uses, are available in the Help Screen (PF1) of the Purpose Field in the Special Request For Check (SRFC) form. A short summary of the SRFC form is available if you press PF1 while the cursor is located anywhere other than on a field with its own help.

The SRFC form accommodates paper backup, no backup, multiple payees (maximum 25), and multiple accounts (maximum 31). For payments to a single payee, multiple invoices may be entered (maximum 25).

Currently, the SRFC will NOT accommodate requests for payments in foreign currency. This exception must be done on the paper SRFC form.

The SRFC form will be automatically added and a document number assigned if the Multiple Payees window is accessed by pressing PF2 or if the More Invoices window is accessed by pressing PF3. Subsequent data modification will be considered as changes (CHG) and noted as such in the form history.

If Paper Backup is marked with a "Y", send the backup to your Financial Officer. Financial Officers will forward most backups to Accounting Operations. This Central Office will access forms for approval only after they receive the backup. A screen print of Page 1, or a form print of the SRFC (showing the IBIS document number), must be attached to the backup so that Accounting Operations will be able to use IGFM to access the SRFC form for approval. If the screen print or print function is not available at your location, print and complete the Accounting Operations SRFC Backup Form and send it with your backup to your Financial Officer.

Note: For the authorized uses Travel Expenses, Group Meals, Office Reimbursement, and Petty Cash, the SRFC is processed without Central Office involvement (except for payments to non-US citizens). After Financial Officer approval, the SRFC is processed and the funds are directly deposited to the employee’s bank account or a check is cut, if appropriate. The Travel Support Form (paper backup) is then forwarded to Accounting Files for imaging.

A form print is the printout you receive when you type PRT at Form Action and press PF12. Type%H at VVVV and press Enter. Press Enter at the Printout Specification screen and the form will print at the destination printer listed.

Authorized Uses for SRFC
Place your cursor in the Purpose field and press PF1 to view current valid uses.

Note: Centrally Authorized Use — For preapproved uses not listed on the Purpose help screen. Explanation is always required, attachments are required as available or needed to support the expense. This purpose should be used only when the check is for a valid payment under University Policy and the purpose is not listed in the SRFC Purpose help screens.
USE OF THE SRFC FORM

How to Pull Up a Blank Form

Select CCOM (IBIS) from the Net-Pass Activity table to go into the production environment.
Select IBIS Admin Menus at the Com-pass screen.

There are two methods to navigate to the SRFC form:

1) The “fast-track” method:

   At the NEXT FUNCTION line, type SRFC. Press Enter.
   A blank SRFC form will appear, ready to be completed.

2) Or, use the IBIS menus method:

   1. At the M1M1 (IBIS Main Menu) menu, enter M2AS (EASY Electronic Approval System) at the Next Function line and press Enter.
   2. At the M2AS menu, enter M3FM (EASY forms) at the Next Function line and press Enter.
   3. At the M3FM menu, enter M4CA (Cash) at the Next Function line and press Enter.
   4. At the M4CA menu, enter SRFC (Special Request for Check) at the Next Function line to pull up the blank SRFC form.
1. At Form Action, enter ADD (default for a new form).

2. At Next Approver, you can enter the user id of the next person to approve the form if that approver is not the default approver.

3. At Paper Backup, enter Y (yes) or N (no) if there is paper backup. Any SRFC that requires (central) paper backup will not be processed until Accounting Operations receives the backup.

**Notes:**
- A screen print of Page 1 or a form print of the SRFC (showing the IBIS document number) must be attached to the backup so that Accounting Operations will be able to use IGFM to access the SRFC form for approval. If the screen print or form print function is not available at your location, print out and complete the Accounting Operations Backup Form and send it with your backup.
- The Financial Officer must send paper backup to Accounting Operations.
- Faxing is an option when a backup is required by policy and if it does not need to be mailed with the check. A screen print of Page 1 or a form print of the SRFC must be included with faxed backups. This should be used only in time-critical situations and not as regular procedure. Also, Accounting Operations should be notified if a fax is being sent.

4. At Routing Budget, enter the budget number that the form will route on for approval. This is not necessarily the budget to be charged.

**Example:**
- 12345 UP should be entered: 01-02345 UP. Zeros are placed around the first number of the budget.

5. At Purpose, place the cursor on the field and press F1 for Help. A multi-page list of valid purpose codes will be displayed. Page through the list by using the navigation at the bottom of the Help screen.
6. Select an item by typing the number from the list on the Selection line. Press PF12 to exit the Help screen.
   • If the purpose is **ADVANCE-ST** (Advance - Short Term), the anticipated date that the advance will be settled must be entered at **If Short Term Advance, enter settlement date**.

**Note:** TRAVEL EXPENSES

- For "**Travel Expenses**" where **NO** advance is involved:
  - The single payee will be the traveler for the amount of reimbursable travel expenses.
  - Charge the appropriate account(s) for the travel expenses.

- For "**Travel Expenses**" involving advances from the **Financial Officer (FO)** and the **expenses exceed** the advance:

  There will be multiple payees as follows:
  - 1st payee - traveler for the amount travel expenses that exceed the advance,
  - 2nd payee - Financial Officer by name for the amount of the advance.
  - Charge the appropriate account(s) for the amount of reimbursable travel expenses.

- For "**Travel Expenses**" involving advances from the **Financial Officer (FO)** and the **advance exceeds** the travel expenses:

  There will be multiple payees as follows:
  - 1st payee - the traveler for the amount of zero ($0),
  - 2nd payee - The Financial Officer (by name) for the amount of the reimbursable travel expenses (the traveler will repay the Financial Officer for the amount of the advance that exceeds travel expenses).
  - Charge the appropriate account(s) for the amount of reimbursable travel expenses.

- For "**Travel Expenses**" involving an advance received by **University check** and the **expenses exceed** the advance:

  - the single payee will be the traveler for the amount of reimbursable travel expenses that exceeds the advance,
  - charge the appropriate account(s) for the total travel expenses,
  - credit 02060 for the amount of the advance.

- For "**Travel Expenses**" involving an advance received by **University check** and the **advance exceeds** the travel expenses:

  - The single payee will be the traveler for zero amount ($0).
  - Charge the appropriate account(s) for the amount of the reimbursable travel expenses.
  - Credit 02060 for the amount of the travel expenses. (The traveler will repay the University [via check payable to Penn State University] for the amount of the advance exceeding the reimbursable travel expenses.)
PAYEES:

The SRFC form provides for both Individual Payees and Multiple Payees.

**Individual Payees:**

7. At **Payee Amount**, enter amount this payee is to receive.

   **Note:** All checks requested by this form will be written in US dollars. For foreign currency payments, use a paper SRFC form. (See [http://guru.psu.edu/forms/1-07SRFCfrm3.pdf](http://guru.psu.edu/forms/1-07SRFCfrm3.pdf)).

8. At **Abbrev** (abbreviation), enter the last name, a space, and the first name if the payee is a non-employee individual. This field is limited to 20 characters.

   **Example:** if name is: “Whatstheirface Lastname” enter: Lastname Whatstheirfa

   **Note:**
   - Do not use commas.
   - If the payee is a company or an employee, leave this field blank. The system will fill in the necessary information.
   - **Exception:** For a company payee, this field can be modified manually for vendor file consistency. Any modifications must be coordinated with Accounting Operations. If you have changed a company name and there is no special abbreviation required for the new company, **blank** out the abbreviation so the system will fill in the new company abbreviation.

9. At **Vendor Type**, enter the appropriate letter for the type of vendor/payee.

   **Example:** E = Employee, I = Individual, C = Company

   **Note:** Press **PF1** to view a list of the vendor type codes. The help screen will list what fields are required for what type of vendor/payee.

10. At **E-Empl ID** enter the employee’s Penn State ID number.
Note: If the payee is a Penn State employee, name and address should remain blank and only enter the E-Empl ID. The employee's name and office address will be inserted automatically when PF12 is pressed to ADD the form. If no address appears when the form is ADDed, you should enter the proper address, office or other, for this payee; or you may overwrite the address brought up from the central files when the check is to go to a different address.

11. At I - SSN, enter the individual payee’s social security number.

Note: For most purposes, this field can remain blank if the vendor/payee is a company or non-employee. If the purpose is one which requires reporting to the IRS, the SSN or Federal ID will be required by the SRFC form.

12. At C- Fed ID Number, is optional for most purposes but can be entered if applicable.

Note:
- This information is required for IRS1099 "company" payees.
- Exception: If the payee is a company or institution (type C) and the purpose is reportable to the IRS, a Federal ID# is required.

13. At Name, enter the payee’s name.

Note:
- If the payee is a Penn State employee, name and address should remain blank and only enter the EMPL ID. The employee's name and office address will be inserted automatically when PF12 is pressed to ADD the form. If no address appears when the form is ADDed, you should enter the proper address, office or other, for this payee, or you may overwrite the address brought up from the central files if the check is to go to a different address.
- If the payee is an employee and an IRS1099 purpose is used, the full home address must be entered (example: Research Study Participant)

14. At Name/Address, enter the first line of the payee’s address.

15. At Address2, enter additional address information as necessary.

16. At Address3, enter additional address information as necessary.

17. At City, State, Zip, enter the city, state and zip code of the payee's current address.

Note: This information is required for IRS1099 payments.

18. For a domestic (USA) address, the OR Foreign line should remain blank. Because some foreign addresses may require a format other than the usual City, State, Zip format, this line is available for foreign addresses.

Note: City, State, Zip should remain blank if this field is used.

19. At Country, enter the payee’s country code.

Note: The default is United States. To see a list of all country codes from which to make a selection, place the cursor in the country code field and press F1.

20. At Explanation, enter an explanation.

21. At IRS 1099 IC/E FORM, enter Y for yes, N for no.

22. At Are all Non-employee individual payees US citizens, enter Y for yes, N for no.

23. At Short Term Travel Adv Settlement Date, enter the date by which this payment must be completed (see number 6 above).
Multiple Payees / One Account:

If there is more than one payee, press PF2 to access the Multiple Payees window shown below.

Note:

- If you had entered a payee on Page 1 of the SRFC, the Name and Address information will be carried over to the window and become Payee 1.

- When the Multiple Payees window is used, the SRFC form will automatically be added and subsequent data modifications will be considered as changes and noted as such in the form history. You will receive the message "SRFC NO. nnnnnn has been added automatically."

Enter the information for each additional payee as described previously.
Function Keys used on the Multiple Payee screens:

**PF2:** Press PF2 if you do not have multiple payees. You will receive a **Warning** message similar to the one shown above. If you want to delete the payees, change the "N" to a "Y" and press **Enter**. You will exit the **Multiple Payees** window and return back to Page 1 of the SRFC and an "N" will still be displayed at the **Multiple Payees?** field.

If you do **not** want to delete multiple payees, leave "N" at **Delete Payees** and press **Enter** to continue entering the multiple payees.

**PF8:** Press PF8 to complete the next payee's information or to page forward through the multiple payees.

**Notes:**
- Up to 25 payees can be entered on one **SRFC** form.
- The number in the upper right hand corner of the **Multiple Payees** window indicates the number of the payee you are currently viewing and the last payee detail completed.
- **PF7:** Press PF7 to page back through the multiple payees.

**PF3:** Press PF3 to return to Page 1 of the **SRFC** form once all of the multiple payee's information has been entered.

**Notes:**
- When you return to Page 1, the Multiple Payees field will be changed to "Y" and the **Name** field will indicate **Multiple Payees**.
- To view all payees without paging through them, type **PRT** at **Form Action**, press **PF12** and press **Enter** to scroll through the information instead of typing %H.

Continue past the Individual Payees section to **Multiple Invoices** or **Individual Invoices**.
1. The **Form Action** will default to what was entered on Page 1 but can be modified.

2. At **Next Approver**, you can enter the UserID of the next person to approve the form if the next approver is not the default approver.

3. The **Routing Budget** will default to what was entered on Page 1 but can be modified.

4. At **Defer Charge to Next Fiscal Year?** enter a **Y** (Yes) or an **N** (No).

   **Notes:**
   - A warning will appear on the first screen any time the **Defer Charge to Next Fiscal Year** field is marked with a **Y**. The purpose of the warning is to alert the Financial Officer (or other approvers) that the charges will be made against the prepaid expense account this year and charged against the accounts on Page 2 during the next fiscal year.
   - The **fiscal year** will be displayed in the warning message to the user who changes the prepaid indicator to a **Y**.
   - Because changing the **prepaid indicator** is a major change, the form must go back through the encumbrance step to encumber in the correct fiscal year.
   - Examples of fiscal year and defer charges (prepaid) are available in the **Fiscal Year and Defer Charges** help screen.

5. The **Fiscal Year** (fiscal year) will default to the current fiscal year but can be modified.

6. The **Account** will automatically default to the routing budget that was entered on Page 1 but can be modified. At least one account must be entered. The format for the budget is NN-NNN-NN-UP nnnnn (where nnnnn is the fund).

   **Example:** 12345 UP should be entered: **0102345 UP 10010**.
   (zeros are placed around the first number of the account)
   (fund is 5 digit—place a zero after the fund number)

   **Note:**
   - For additional account lines, press **PF2**.
   - If the request is for an Advance, leave the account field blank.
   - See notes concerning Travel Expenses above.
7. At **OBJ**, enter the object classification code for the check being requested. Add a leading zero to the three digit object code. *(Refer to GURU, Rates & Schedules, formerly Appendix 9, for a list of object classification codes.)*

*Example*: For object code 309, enter: 0309.

*Note*: If the request is for an Advance, leave the OBJ field blank.

8. At **Dept Info**, enter any information useful to your department (maximum of 10 characters). On any existing SRFC form, the old SRFC Project field is automatically copied into the new SRFC Dept Info field.

9. At **Amount**, enter the total amount to be charged to the account which appears on the same line.

- Do not enter commas or dollar signs.

  *Example*: 1000.00 (dollars and cents can be entered).

- See note concerning Travel Expenses above.

**PF2**: If additional **Account lines** are needed Press **PF2** for another screen to continue adding more accounts.

To forward to another blank account screen press **PF8**.

To go back to a previous account screen press **PF7**.

After all accounts have been added, press **PF3** to return to SRFC Page 2.

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<table>
<thead>
<tr>
<th>Account Lines 8:19 of 31</th>
<th>Account</th>
<th>Obj</th>
<th>Dept Info</th>
<th>Amount</th>
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<td>UP</td>
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</tr>
</tbody>
</table>

Press PF3-Return PF7-Backwards PF8-Forwards
**Multiple Payees / Multiple Accounts**

When there is a situation of multiple payees and multiple accounts, the user will be required to itemize the details. Amounts to be charged to the listed accounts must be entered for each payee.

After having entered the multiple payees and amounts, press **PF6**: a new page is opened where dollar amounts are entered for each account. Be sure the sum of the distribution equals the Payee Amount.

**Enter Payee 1:**

PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FAMS'.

<table>
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<th>Document Number</th>
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<td>Vendor:</td>
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<tr>
<td>Next Approver:</td>
<td></td>
<td>Voucher:</td>
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<tr>
<td>Date Entered:</td>
<td></td>
<td>Paper Backup(Y/N):</td>
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<td></td>
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<tr>
<td>Routing Budget:</td>
<td></td>
<td>00 - 001 - 40_UP</td>
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<td></td>
<td></td>
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<tr>
<td>OVERRIDE:</td>
<td></td>
<td>N</td>
<td></td>
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</tr>
</tbody>
</table>

**WARNING:** PRIOR VENDOR HAS NOT PASSED EDITS YET

Multiple Payees

Payee 1 of 25
Last Payee Filled: 1

Vendor No.: [Vendor Number]
Abbrev: DALTON PUBLICATIONS
Name: DALTON PUBLICATIONS
Address 1: 1234 CENTER STREET
Address 2: 
City: NOPLACE
State: PA
Zip: 12345
Country: US

Payee Amount: 100.00

Vendor: C

Press PF2-Switch to One Payee PF3-Return Page 1 PF7

Press **PF8** to add Payee 2, etc.

Press **PF3** to return to SRFC Page 1.

Press **PF8**, to go forward to SRFC **Page 2**. Enter all accounts and press **PF12**.

**IF PAYING INVOICES, INVOICE TOTAL MUST EQUAL PAYEE TOTAL**

<table>
<thead>
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<th>CHG</th>
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<th>Unit: EDPSYS</th>
<th>Confidential</th>
<th>Status</th>
<th>Routing Budget:</th>
<th>00 - 001 - 40_UP</th>
<th>OVERRIDE:</th>
</tr>
</thead>
</table>

Multiple Payees

Payee 2 of 25
Last Payee Filled: 1

Vendor No.: [Vendor Number]
Abbrev: BUDGETRUS
Name: BUDGETRUS
Address 1: SQUARE STREET
Address 2: 
City: CIRCLEVILLE
State: PA
Zip: 13456
Country: US

Payee Amount: 50.00

Press PF2-Switch to One Payee PF3-Return Page 1 PF7-Backward PF8-Forward
After having entered the multiple payees and amounts, press **PF6**: a new page is opened where dollar amounts are entered for each account. Be sure the sum of the distribution equals the Payee Amount.

**Payee 1 distribution:** Enter the dollar amounts for each account. Account amounts total must equal Payee amount.

![Payee 1 distribution Table]

**PF8** to forward to next payee and enter the distribution amounts.

**Payee 2 distribution:** Enter the dollar amounts for each account. Account amounts total must equal Payee amount.

![Payee 2 distribution Table]

When all the Payees and Account distributions have been completed, press **PF3** to return to the **SRFC Page 2**, then continue by pressing **PF8** to forward to the **SRFC Page 3**.

**Note:** If account distribution amounts do not equal those listed on SRFC Page 2, you will receive the error message: “press **PF6** to enter/correct account distribution amounts”.

The SRFC form is used for both **Individual Invoices** and **Multiple Invoices** (see below).

### Individual Invoices:

10. At **Invoice Number**, enter the number on the invoice.

11. At **Date of Invoice**, enter the date on the invoice.

12. At **Total Invoice Amount**, enter the total amount on the invoice.

13. At **Total Invoice Discount**, enter the discount taken on the invoice.

14. At **Subcontract No.**, enter the subcontract number if applicable.
**Multiple Invoices / One Account:**

To enter more than one invoice press PF3.

Enter all information as described previously.

Press PF8 to forward to another blank screen.

Press PF3 to return to Page 2 of the SRFC form.
**Multiple Invoices / Multiple Accounts**

When there is a situation of multiple invoices and multiple accounts, the user will be required to itemize the details. Amounts to be charged to the listed accounts must be entered for each invoice.

Enter information on Page 1 and PF12 to ADD form.

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**Special Request For Check (SRFC)**

**Form Action:** ADD  **Document Number:** 105955  **Unit:** EDPSYS  **Confidential:** N

**Next Approver:**  **Status:** NEW

**Name:** HARRY HARCUS POTTER  **Routing Budget:** 00 - 001 - 49 UP

**Address:** MAIN STREET  **Fiscal Year:** 2007 - 2008

**City:** HOGWARTS  **Account:** 00 - 001 - 49_UP

**State:** PA  **Obj:** 10010  **ZIP:** 12333 9999

**Address2:**  **ZIP:**

**Address3:**  **Country:** US

**Vendor No:**  **Payee Amount:** 100.00

**Vendor Type:** E  **Purpose:** TESTONLY

**Abbrev:**  **E-EMPL ID:** 9 - 1401 - 7728

**Name:** HARRY POTTER

**C- FED ID:**

**City:** HOGWARTS  **State:** PA  **ZIP:** 12333 9999

**Address:** MAIN STREET  **Account:** 00 - 001 - 49_UP

**ZIP:**

**Country:** US

---

**Addition Accounts:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Obj</th>
<th>Dept Info</th>
<th>Amount</th>
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<tbody>
<tr>
<td>00 - 001 - 49_UP 10010_ 0309</td>
<td>TRAINING</td>
<td>25.00</td>
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<td>00 - 001 - 49_UP 10010_ 0301</td>
<td>TESTEQUIP</td>
<td>25.00</td>
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<tr>
<td>00 - 001 - 49_UP 10010_ 0331</td>
<td>MISC</td>
<td>50.00</td>
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</table>

**Total:** 100.00

---

**Multiple Invoices:**

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Date of</th>
<th>Total</th>
<th>Invoice Number</th>
<th>Invoice Amount</th>
<th>Invoice Discount</th>
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<tbody>
<tr>
<td>97324334</td>
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</table>

**Subcontract No:**
PF3 to enter multiple invoices on invoice screen. Press Enter.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Date Of Invoice</th>
<th>Invoice Amount</th>
<th>Invoice Discount</th>
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<tbody>
<tr>
<td>97328348</td>
<td>02 / 10 / 2007</td>
<td>25.00</td>
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<tr>
<td>97328350</td>
<td>03 / 10 / 2007</td>
<td>50.00</td>
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</table>

Press PF7 Backwards, PF8 Forwards, PF3 Return

PF3 to go back to SRFC Page 2 screen.

PF6 for multiple invoice distribution screen. Enter dollar amounts for each invoice using PF navigation at bottom of screen.

Note: If account distribution amounts do not equal those listed on Page 2, you will receive the error message: “press PF6 to enter/correct account distribution amounts”.

PF3 to return to SRFC Page 2.
PF12 to process.
PF8 to forward to SRFC Page 3.
1. Place an X in front of If different from above, mail check to: and enter the correct address, if the check needs to be mailed to a different address from what was entered on the first page.

   Note: If "Travel Expenses" involve an advance from an Financial Officer, or a University check, place an 'X' here and enter the name of the traveler in the space provided.

2. Place an X in front of Mail check with the attached extra copy, if the check should be mailed along with the extra copy of backup (invoice) sent to Accounting Operations.

3. Place an X in front of Hold and notify: and enter the individual's name and telephone number, if the individual is going to go to Accounting Operations to pick up the check instead of it being mailed.

   Note: If you marked 1, 2, or 3 above, your check(s) will be listed on a report used by Accounting Operations when they mail the checks.

4. Place an X in front of Date check required: and enter a date, if the check is needed by a certain date. This information is for the approval process only. Accounting Operations will process all SRFCs as they (or their backup) are received.

5. At Note Pad Area, enter any additional information that might be needed for approval. Normally you should NOT enter additional instructions for mailing here since the Notepad is not normally viewed by Accounting when the check(s) are being processed for mailing.
**IRS 1099 Payments — IRS 1099 form**

For an IRS 1099 payment, the appropriate purposes can be selected on the SRFC form. The SRFC will edit to make sure that all information required for the IRS 1099 form is provided.

These purposes will cover the following types of payments:

- Honoraria
- Professional services
- Non-employee awards
- Academic fellowships
- Royalties
- Legal fees
- Legal expenses

This list should be viewed as examples only since available payment types may change over time. To view the types of payments valid on an SRFC, press PF1 while your cursor is on the Purpose field. Payments that are reportable to the IRS will automatically require the extra information.

Normally, each of these purposes should be charged to a particular object code. When you page forward using PF8, the system will place the appropriate object code on the first account line.

**Notes:**

- Multiple payees may need to have the object code entered manually.
- If you change the purpose after entering the information on Page 2 of the SRFC form, you should also review the object code to make sure that the object code is still the correct one for the new purpose.
- Object Classification code descriptions can be found on GURU, Rates and Schedules (formerly Appendix 9).

**EDITS Specific to IRS 1099 Purposes**

- EMPL ID, SSN or FED ID number is required for each payee.
  - EMPL ID (only) must be entered for each type E (employee) payee.
  - SSN must be entered for each type I (individual non-employee) payee.
  - Other payees (companies/corporations) must have a FED ID number.

- When paying any individuals or employees, you must complete the IC/E form to verify that the payment is permitted. In some cases, you may determine upon completing the IC/E form, that an individual should be paid as an employee (via the payroll system) and not on the SRFC form. In this case you should cancel or reject the SRFC form, if you have already added it, and contact your department finance office to initiate payment via the payroll system.

- A complete address is required, even if hold & notify or mail to a different address is selected on Page 3 of the SRFC.
  - For example, Mary Doe, an independent contractor, may be picking up her check in person but her mailing address must still be entered in the address portion on Page 1 of the SRFC. This is because a 1099 form will have to be mailed to her at the end of the year and it will be mailed to the address provided on the SRFC form.
  - If paying an employee, the employee’s home address should be used instead of the office address. This way, if the person is no longer working at Penn State at the end of the year, he or she will still get the 1099 form.
Completing the IC/E form (Determination of Independent Contractor/Employee Status)

If you press **PF12** to **ADD** or **CHG** a form which has an IRS 1099 purpose and payments to individuals (not companies/corporations) and the IC/E form has not yet been completed, the cursor will automatically be placed on the IC/E form indicator. At that point, you can just press **PF1** to enter the IC/E form. The form contains several Y/N (yes/no) questions.

**Notes:**
- Each question must be answered in order to complete the form.
- If the IC/E form is selected by mistake, press **PF3** to return to the SRFC form.
- Upon completion of the IC/E form, press **PF3** return to the SRFC form and press **PF12** to complete your **ADD** or **CHG**.
- You may access the IC/E form at any time by tabbing the cursor to the IC/E form indicator
- field called IC/E form attached (Y/N)?: _ and pressing **PF1**.
Accounting Operations

Special Request for Check
Backup Form

This document is to be used if the print function is not available at your location and a backup needs to be sent to Accounting Operations.

________________________________________
Document Number

________________________________________
Routing Budget  (entered on Page 1 of the SRFC)

________________________________________
Payee

SUBMITTED BY:

________________________________________
Department Name:

________________________________________
Department Phone Number: