A monetary award can be given to the recipient by 1) mailing a check directly to the awardee, 2) mailing a check to the SCP group representative who would then present the award, or 3) to reimburse the awardee for travel expenses already accrued.

1. **If you are giving a check to awardee(s) directly in the mail:**
   a. The person receiving this award will need to complete either a *W-9 form (if US citizen)* or *W-8BEN form (if not a US citizen)* for the IRS. Both forms can be downloaded on SCP website.
   b. In addition to the completed IRS form for the award recipient, you will also submit a completed *SCP Expenditure and Reimbursement Request (ERR) form* to the SCP treasurer. Please list the recipient’s name in the “Make check payable to:” line on the *SCP ERR form*. Then include the recipient’s name on the “Send to:” line with the recipient’s address, email, and phone number on the next lines.
   c. Then forward the completed *IRS form* AND the *SCP ERR form* to the SCP treasurer. The SCP treasurer will then submit the paperwork to APA to have the check sent to the awardee. This can be done before the award is formally presented to the recipient.

2. Alternatively, you may want a representative of your group to present an award check to a recipient at a specific time (e.g., during a formal presentation at a conference), rather than sending the check directly to the recipient.
   a. You will need to submit both the *IRS form* and the *SCP ERR form*.
   b. To complete the *SCP ERR form* for this option, list the recipient’s name in the “Make check payable to:” line on the *SCP ERR form*. Then include a group representative’s name (e.g., the person who will be presenting the award) on the “Send to:” line and the same representative’s address, email, and phone number on the next lines.
   c. It is recommended to include cover note when you forward these completed disbursement requests explaining how you will be distributing these checks at the convention to those receiving the awards.
   d. In order to receive an award check before the time when it is to be awarded, please submit the completed SCP ERR form for this check to the SCP Treasurer at least two months before the time of the presentation.

3. **If you want the awardee to use the award funds to reimburse conference expenses** (e.g., travel, hotel expenses):
   a. Provide the awardee with information about reimbursement of travel expenses (see *SCP Travel Reimbursement Requests*).
   b. Wait until after the conference to collect the relevant receipts (e.g., plane fare, hotel room charge) from the awardee to forward with the reimbursement request with a completed *SCP ERR form* to SCP Treasurer.
   c. The SCP Treasurer will then submit the relevant paperwork to APA to have a check sent to the awardee to reimburse for the expenses. Using this method, it is **not necessary to obtain a completed IRS form** from the award recipient to submit with your completed *SCP ERR form*.

Revised: August, 2014.