

When a vendor requests payment by check they must complete the Check Waiver for Federal Payments form. Under special circumstances we will have checks made out to the vendor only and have them sent to the Finance Office to then be mailed to the vendor. We will not send checks to the Line Office.

CHECK WAIVER FOR FEDERAL PAYMENTS
(PAYMENT BY CHECK ONLY)

Name of Individual: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

SSN/TIN: _____

Purchase Order Number, etc. (if applicable): _____

Reference Department of Treasury 31 CFR, Management of Federal Agency
Disbursements: Final Rule, Part 208.4 (a) Waivers.

I declare that receiving a federal payment by Electronic Funds Transfer (EFT)
or Wire would pose a hardship for the following reasons:

1. ___ Geographical, physical, mental, educational or language barrier
2. ___ A financial hardship

Signature of Recipient: _____

Date: _____