



Paul Boylan <boylan.pm@gmail.com>

[prns] PRN Check Requests

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Reply-To: Jon Poynter <jpoynter@accp.com>
To: PRN Officers <prns@list.accp.com>

Fri, Sep 9, 2022 at 2:15 PM

Dear ACCP PRN Officers,

I realize that many of you are in the process of selecting PRN travel award recipients. With this in mind, I wanted to make you aware of a process change for handling check requests that are not tied to reimbursements for expenditures to better help ACCP follow IRS "best practices" for income reporting purposes. Moving forward, when PRNs wish to cut a check to individuals not related to a reimbursement of expenses, you'll want to those recipients to complete a W9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and upload it to their ACCP membership account at <https://www.accp.com/myaccount/w9>, noting in particular that the payee should indicate the physical mailing address on the form where they wish the check to be mailed. Our hope is that this process change will benefit the PRN by not having to track physical mailing addresses for payment. Instead, once the PRN has confirmed the recipient(s) have uploaded their W9 form you can just relay the recipients' name(s), check amount(s), and any information you'd like to be included in the PRN financial ledger.

Thanks – please let me know if you have any questions.

Sincerely,

Jon

Jonathan Poynter, Pharm.D.

Director, Member Services

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