

Request to Return Agency Funds to Owner

Instructions: Fill out form online, print and then obtain necessary signatures.

Owner of Funds

Name of Owner: _____

C-FOAP Charged for Disbursement to Owner:

Chart: _____ Fund: _____ Fund Title: _____

Org: _____ Org Title: _____

Account: _____ Account Title: _____

Program: _____ Program Title: _____

Amount of Disbursement: _____

Name of Payee: _____

Remittance Address: _____

City: _____ State: _____ Zip Code: _____

Owner Attestation:

I represent that I am either the Owner of the Agency Fund identified above ("Fund") or the Owner's authorized representative. By signing this Request to Return Agency Funds to Owner form, I direct that the University disburse the amount indicated above to the Payee identified. I further represent that the Payee is not a non-resident alien and is authorized to receive the amount requested.

I acknowledge and agree that, following the return of these funds, the Owner assumes responsibility for all reporting and withholding requirements related to their subsequent use, including but not limited to filing IRS forms 1042-S (non-resident alien payments) and 1099.

Owner agrees to hold The Board of Trustees of the University of Illinois and its trustees, employees and agents harmless from and to indemnify each of them against all claims, demands, losses and liabilities relating to University's management of the Fund in accordance with Owners's instructions.

Owner/Authorized Owner Representative:

Name: _____ Title: _____

Signature: *Obtain ink signature after printing completed form.* Date: _____

Liaison Unit

Unit Name: _____ Chart: _____ Org Code: _____

Payee Banner Vendor ID: _____

Liaison Attestation:

I have reviewed this Request to Return Agency Funds to Owner form and verify to the best of my knowledge that the request is appropriate and that the disbursement will not create an overdrawn fund.

Liaison Unit Representative:

Name: _____ Title: _____

Signature: *Obtain ink signature after printing completed form.* Date: _____