

CAC - Payee Data Record/STD 204 Instructions

1. Open the form at this [STD204 link](#). You will be asked for your name and email address where the in-progress and completed STD204 can be emailed. If you are ready to complete and sign the form, click on 'Sign' button on top right however, if you are not ready you may close the window and access the document at a later time from your email or from the link. Once you commit to signing the document, all the required form fields (highlighted with asterisk) will now become available for completion.
2. General instructions to complete this form are on Page 2 of the form. Specific instructions for form completion and grant contract payments are below:

Section 1 - Payee Information:

For all Organizational grants the information must pertain to the organization. **Do not enter an individual's name or address.**

- If using a Fiscal Sponsor, you *must* enter the Fiscal Sponsor Organization name in the **NAME** field.
- If using a Fiscal Sponsor, you *must* enter the Fiscal Sponsor address in the **MAILING ADDRESS** Fields.
- If no Fiscal Sponsor is present, you *must* enter the Legal Name of the Organization in the **NAME** field (per your Organizational profile and on your Federal Tax Return).
If the organization has a DBA name, you may enter it in the **BUSINESS NAME, DBA NAME** field.
- If no Fiscal Sponsor is present, you *must* enter your organizations mailing address in the **MAILING ADDRESS** fields if it is different from your business address, otherwise enter the business address.
- Addresses for your Organization and/or Fiscal Sponsor should be current and accurate in the Grants Management System.

Note: In case of changes please contact CAC programs staff immediately. *Incorrect address and/or Change of address after contracts have been processed, will cause significant delays in payment.*

Section 2 – Entity type:

- CAC only issues payments to non-profit organizations. This section of the form has therefore been completed by CAC and you may proceed to Section 3.

Section 3 – Federal Tax Identification Number (FEIN):

- Please enter your FEIN in the fields provided by entering *only 1 number in each field.*

Section 4 – Payee Residency Status:

- CAC only funds businesses that maintain a permanent place of business in California. This section of the form has therefore been completed by CAC and you may proceed to Section 5.

Section 5 – Certification:

- Enter the name, title and email address of the person signing the document.
- Click the Signature field to open a new window allowing you to use an existing electronic signature file or sign by drawing/writing it using your mouse or stylus.
- Click the date field and the current date will auto populate the field.
- Enter the telephone number in the **###-###-####** format eg. 916-555-5555

3. Review the document and click on 'Finish'. You have now completed the e-signature process and will receive the completed and signed STD204 via email.
4. Please download and save the STD204 which is sent to you by email.