

CAC - Payee Data Record (STD 204) Instructions

Step 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. After you submit this, the form will open.

Step 2: 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.
- General instructions to complete this form are on Page 2 of the form. Specific instructions for form completion and grant contract payments are below.
- **NOTE:** Missing or incorrect information will delay payment processing.
- If you have any questions or concerns, please reach out to your program specialist immediately.

Instructions:

Section 1 - Payee Information:

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

Line 1:

- 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 using a Fiscal Sponsor, you must enter the Fiscal Sponsor Organization name in the **NAME** field.

Line 2:

- If the organization has a **Legal Doing Business As** name (DBA), you must also enter that DBA name in the Section 1, Line 2 field titled: **BUSINESS NAME, DBA NAME**.
If your organization does not have a Legal DBA, enter **N/A** in Section 1, Line 2 field titled **BUSINESS NAME, DBA NAME**.
 - **Please Note: Do NOT repeat the organization's legal Name, that was entered Line 1, in the DBA Field.**
- If using a Fiscal Sponsor, you must enter the Fiscal Sponsor Organization's **DBA Name** in the **DBA Name** field.

Line 3 & 4 (Address Fields):

- If no Fiscal Sponsor is present:
 - If your business address and mailing address are the same, then enter your organization's business address.
 - If your organization uses a different Mailing address, enter your Mailing address.
 - **NOTE:** Address listed on **STD 204** will receive payment check via USPS.

- If using a Fiscal Sponsor, you must enter the Fiscal Sponsor address in the **MAILING ADDRESS** Fields.
- 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:

- You are required to indicate your residency status in **Section 4** of the STD204. Please check the appropriate checkbox.
 - **Please Note:** CAC only funds businesses that maintain a permanent place of business in California.

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 e.g. 000-000-0000

Step 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.

Step 4: Please download and save the STD204 which is sent to you by email.

Step 5: Upload your completed STD204 using the **Upload STD204 Button** within the Payee Data Record contract document in the grants management system.