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# **JCF Scholarship & Emerging Leader Award Disbursement Request Form**

Attention JCF Award Winner:

In order to expedite the process for the JCF to disburse your award dollars, please complete the following form and return it to Mike Staff via email (mstaff@jfedsnj.org) or mail (1301 Springdale Rd., Suite 200, Cherry Hill, NJ 08003). Note: this form should be submitted by June 30th of the year following your acceptance of an award from the JCF.

**Part I: Awardee’s Contact Information**

|  |  |
| --- | --- |
| **Name of Awardee (First & Last)** |  |
| **Email Address** |  |
| **Home/Permanent Address** |  |
| **City/State/Zip** |  |
| **Phone** |  |

**Part II: Disbursement Recipient Information**

In most cases, your award disbursement should go to an institution where you are incurring expenses (such as a college.) However, if you received a Hirschfeld Award, or, if for some other reason, all or part of your award should NOT go to the institution and should be sent to you instead, please complete Part III.

|  |  |
| --- | --- |
| **Institution** (“N/A” if personal reimbursement) |  |
| **Name and/or Department** |  |
| **Mailing Address** |  |
| **City/State/Zip** |  |
| **Your Student ID or Registration ID** |  |

**Part III: Information Regarding Personal Disbursement**

Please complete the following section ONLY if all or a portion of the award disbursement should be sent to you directly. Important Note: If you will be receiving $600 or more, the JCF is required to send you a 1099 form for tax purposes and a completed W-9 form will be needed. Also, a copy of a paid tuition bill/expense is required.

|  |  |
| --- | --- |
| **1. Please send all or a portion of my award to the address listed in Part I above. (Mark “X”)** |  |
| **2. I understand that by receiving payment of more than $600, I am responsible for paying taxes on the amount listed in the 1099 form that the JCF sends to me. (Mark “X”)** |  |
| **3. Extenuating Circumstances Explanation:** Other than disbursements for the Hirschfeld Award, the JCF prefers to pay your award dollars directly to your educational or professional development provider. If you are requesting payment directly to you, please briefly indicate your reason for this request below: | |
|  | |

**(continued from Page 1)**

**Part IV: Award Disbursement Breakdown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Received (Mark “X”)** | | **Name of Institution Where Check Is to Be Sent** | **$ Amount to Institution** | **$ Amount to Self**  **(as per Part III above)** |
| **AlanJo** |  |  | **$** | **$** |
| **Asbell** |  |  | **$** | **$** |
| **Cohen** |  |  | **$** | **$** |
| **Ehrlich** |  |  | **$** | **$** |
| **Furer-Barag-Wolf**  **Jewish War Veterans** |  |  | **$** | **$** |
| **Gladfelter** |  |  | **$** | **$** |
| **Lipitz** |  |  | **$** | **$** |
| **Love (Susan or Donald)** |  |  | **$** | **$** |
| **Marcus** |  |  | **$** | **$** |
| **Schattner** |  |  | **$** | **$** |
| **Siegel** |  |  | **$** | **$** |
| **Soefer** |  |  | **$** | **$** |
| **Student Opportunity** |  |  |  |  |
| **Yacker** |  |  | **$** | **$** |
| **Hirschfeld** |  | **(Paid to awardee only)** | **n/a** | **$** |
| **Other** |  |  | **$** | **$** |
| **Award Total** | | | **$** | **$** |

Thank you for submitting this form. After the JCF receives completed forms, we process the checks which then hit the mail within about two weeks to the appropriate address(es) listed above.

If you have any questions or if the check is not received within a month of your submitting this form, please contact us at 856-673-2582 or infojcf@jfedsnj.org and we will be happy to help.