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| **SURVEY INCENTIVE** **FUNDS DISBURSEMENT MEMO*****[PLACE ON DEPARTMENTAL LETTER HEAD]*** |

## MEMORANDUM: SURVEY INCENTIVE DISBURSEMENT

# To: **[PARTICIPANT NAME]**

# From: **[DEPARTMENTAL REPRESENTATIVE NAME]**

Date: **[DATE]**

Re: Payment by Check for Participation in Study

**[STUDY TITLE]**

 KFS Account# **[KFS ACCT NUMBER]**

Congratulations, as a result of your participation in the study titled **[STUDY TITLE]** conducted by **[TITLE/NAME]** at the University of Maryland, you will receive a check for **[$$AMOUNT].**

In order for this amount to be paid out, the State of Maryland and the University of Maryland require that you complete the enclosed W-9 and return it with this signed memo. All information is private and confidential. Please mail this signed form and the completed W-9 back in the enclosed self-addressed stamped envelope. Or sign, scan, then email both documents as attachments to **[EMAIL].**

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Date

***NOTE: Check will be issued by the State of Maryland. After this signed memo and your W-9 is received by the department, your will receive your check in approximately 4-6 weeks.***

**-------------------------------------FOR DEPARTMENTAL USE----------------------------------------**

*I,* ***[PI NAME]****, acknowledge that the above named individual participated in the above named study [****IRB#,KFS ACCT#].*** *Distribution of the funds was done following University of Maryland and College of Agriculture and Natural Resources policies and procedures.*

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PI Signature Date