



**Private Scholarship Payment Submission Form  
(To be Completed by Donor)**

- Make checks Payable to **UAA only**. Issuing checks co-payable to UAA and the student results in a delay in processing. You are responsible for notifying the student to endorse the check.
- Include the **full name of the student** along with the UAA student ID number. If SID is not available, include the last four digits of the social security number and date of birth.
- While it is preferable to receive one check per student awarded, you may issue one check for multiple students.
- Submit scholarship payments with form to : Disbursements Office, PO Box 141609, Anchorage, AK 99514
- Questions? Contact us at (907) 786-1440 opt 7 or uaa\_acctsv@uaa.alaska.edu

**Name of Scholarship or Donor:** \_\_\_\_\_

Students Full Name	UAA SID	Last 4 digits of SSN	Date of Birth	Amount of Award
1.		XXX-XX-		\$
2.		XXX-XX-		\$
3.		XXX-XX-		\$
4.		XXX-XX-		\$
5.		XXX-XX-		\$
<b>Award Total</b>				\$

Attach additional pages if needed for a longer list of students.

**The full amount of this check is to be applied to: (check all boxes that apply.)**

- Fall only \_\_\_\_\_ Spring only \_\_\_\_\_ Full Academic year (Fall, Spring & Summer) \_\_\_\_\_ Summer only \_\_\_\_\_

**Tell us about your organization:**

Name of Organization: \_\_\_\_\_ Tax ID# \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_