



NATIONAL ENDOWMENT FOR THE ARTS

GRANTS TO INDIVIDUALS INSTRUCTIONS FOR REQUESTING PAYMENT

[For All Grant Years]

Rev. Nov 2002

To request your grant funds, please use the *Payment Request Form for Grants to Individuals* available on the Endowment's Web site at www.arts.gov/manageaward. The following instructions are provided to assist you in completing this form.

If you have any questions or need additional forms, please contact the Grants & Contracts Office at (202) 682-5403.

Before you begin, please note the following:

- Funds can only be remitted via Electronic Funds Transfer to your United States financial institution ("bank"). (See Step 8 of these instructions.) No funds can be transferred to a foreign financial institution.
- We are unable to make any funds available before the start date of your grant.
- Generally you can expect to receive payment within 30 days of submitting your request(s) to the Endowment if your payment form is completed correctly. **Please plan accordingly.**
- Consolidate your requests so that the amount of Federal funds requested at any one time is **at least \$1,000.**
- Check your grant award package for any "special" reporting requirements that apply to your grant. Some grantees are required to submit certain information (e.g., signed contracts, copyright releases, etc.) before Federal funds can be released.

STEP-BY-STEP INSTRUCTIONS: The numbers listed below correspond to the numbers on your payment request form.

1. Enter your name.
2. Enter your permanent address.
3. Enter your Grant Number as stated in your grant award letter (e.g., 03-5211-5000).

TIP: Do not confuse this with the application number (e.g., A02-000001). Failure to include your Grant Number will delay the processing of your request.

4. Request for Payment:
 - a. Enter your grant amount.
 - b. Enter all amounts previously requested.
 - c. Enter the amount you are now requesting, recognizing that the sum of "b" and "c" cannot be more than "a."

6. Progress Report. A progress report must be provided the **first time** the cumulative amount requested **exceeds two-thirds** of the grant amount. Please type or print and generally limit your report to the space provided. Please refer to the blue "Reporting Requirements" document found in your grant award package for specific instructions.

TIP: When the progress report is due, the Endowment will not be able to process your payment request if it is not accompanied by a required and acceptable progress report. This is a common reason payment requests are delayed.

7. Sign and date the form and include the telephone number where we can reach you should we have any questions regarding your payment request. Your signature also indicates that you are agreeing to all the terms and conditions of the grant.

8. You must complete this section in order to receive your grant funds. Funds will be transferred electronically to your U.S. bank and deposited directly into either your checking or savings account.

FOR THE ACH TRANSFER OF FUNDS, please provide the following:

- the name of your bank;
- the city and state;
- your bank's nine-digit Routing Transmittal Number (RTN);
- your bank account number to be credited
- the type of account (check applicable box); and
- your social security number (required by the U.S. Treasury in order to transfer your funds electronically).

The banking information **must** be included on each payment request.

TIP: Please ensure that your bank's RTN and your bank account number are correct and legible. An incorrect number will prevent your bank from crediting your account.

A sample check graphic is provided to assist you in identifying your routing and account numbers. (The routing and account numbers may be in slightly different places on your check.) Please contact your financial institution to verify the correct routing and account numbers.

The routing number **must** be **nine** digits. If the first two digits are not **01** through **12** or **21** through **32**, the direct deposit will be rejected. Your check may state that it is payable through a bank different from the financial institution at which you have your checking account. If so, do not use the routing number on that check. Instead, contact your financial institution for the correct routing number to enter on this line.

The checking account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols.

Sample Check

OTIS PUPETTE
SINDEE PUPETTE
 123 Main Street
 Anyplace, MD 20901

PAY TO THE ORDER OF _____ \$ _____

ANYPLACE BANK
 Anyplace, MD 20901

For _____

① 250250025 ② 20202086 5777

5777
 15-00000000

DOLLARS

Do not include the check number

Do **not** include the check number.

TIP: Funds must be transferred directly to a checking or savings account. Funds *cannot* be transferred to a trust.

TIP: The Endowment is unable to use Fedline (further-wire-to secondary accounts) for amounts under \$100,000. Please do *NOT* enter a second bank account number at the bottom of the form.

TIP: To verify receipt of funds, *call your bank*, not the Endowment. You must ask if it received an ACH payment (do not use any other term) to your account.

You are encouraged to FAX your request to the Grants & Contracts Office at (202) 682-5610 or 5609.

NOTE: The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. If you do not FAX your payment request, please consider using an alternative delivery service.

[NOTE: Do **NOT** send a hard copy if you fax your payment request.]