



National Endowment for the Arts

Grants to Individuals Instructions for Requesting Payments

[For all Grant Years]

Rev. 10/2011

To request your grant funds use the **Payment Request Form for Grants to Individuals** at www.arts.gov/manageaward/LitFellows. If you have any questions regarding completing the form, contact the Grants & Contracts Office at (202) 682-5403. **Fax the completed form to (202) 682-5610 or 5609.**

Before you begin, have your grant award letter available. You will need information on the award letter to complete the payment request form. Please note the following:

- Payments can only be remitted to a United States financial institution or bank. No funds can be transferred to a foreign financial institution.
- Funds are available after the start date of your award. See the grant award letter for this date.
- Generally, you can expect to receive payment within 30 days of submitting your request(s) if the payment form is completed correctly. Plan accordingly.
- Check your grant award package for any "special" reporting requirements that apply to your grant. A few 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 the payment request form.

1. Enter your name.
2. Enter your permanent address.
3. Enter your Grant Number from your grant award letter (e.g., 12 - 5211 - 7xxx).
TIP: Do not confuse the grant number with the application number (e.g., A11-xxxxxx). Failure to include your Grant Number will delay the processing of your request.
4. Enter your E-mail address where we can reach you if we have questions.
5. **Request for Payment.**
 - a. Enter your grant amount from your award letter.
 - b. If this is your first request leave this line blank. Otherwise, enter the sum of all amounts *previously* requested.
 - c. Enter the current amount you are requesting. Line "b" plus "c" cannot be more than "a."
7. **Progress Report.** One progress report is required when you request more than two-thirds of the grant amount. Type or print it in the space provided. Please refer to the blue "Reporting Requirements" document found in your grant award package for specific instructions.
TIP: Not including the progress report when it is due is a common reason payment requests are delayed.
8. Sign and date the form and include a telephone number. **Remember:** Your signature indicates that you are agreeing to all the terms and conditions of the grant.

9. Bank information is required to remit funds to you. Funds will be transferred electronically (as an automated clearing house payment, not a wire) to your U.S. bank and deposited directly into either your checking or savings account.

FOR THE ACH TRANSFER OF FUNDS, provide the following:

- the name of your bank;
- the city and state of bank;
- your bank's **nine-digit** Routing Transmittal Number (RTN);
- your bank account number to be credited
- the type of account (checking or savings); and
- the last four digits of your social security number.

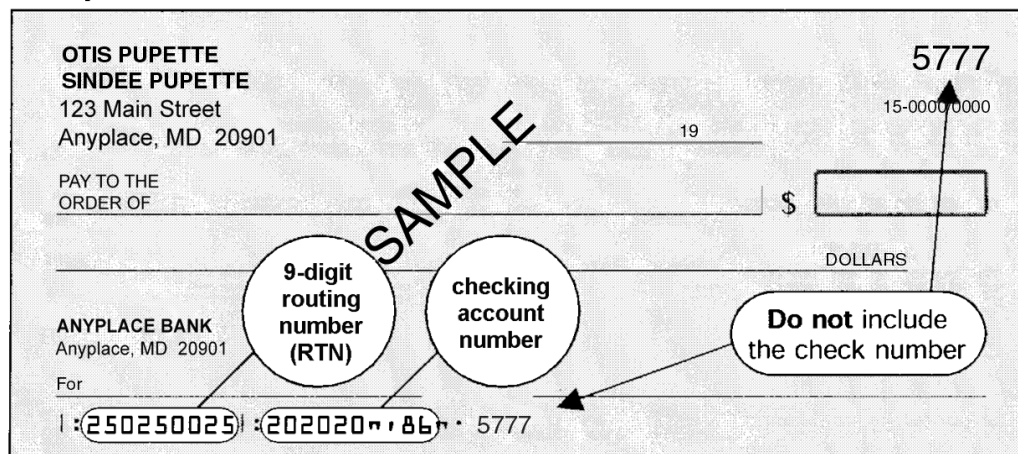
Banking information must be included on each payment request.

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

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

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.

Sample Check



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 digits (no letters). Include hyphens but omit spaces and special symbols. 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: To verify receipt of funds, call your bank. Ask if it received an ACH payment for your account.