



RESOURCES
FOR GRANT
RECIPIENTS

Long Center Payment Process

This is a guide to the Long Center's Financial Verification Processes. It is available for you to reference at any time during your award lifecycle.

Getting Started

The three most important parts of getting your first payment are: accepting your award, signing your contract, and verifying your financial details.

To submit your financial details – click on the **'Financial Information Form – FY24'**. The information needed by the Long Center to verify your details and confirm the security of your grant funds will differ depending on your situation, and what payment method you select.

Selecting Your Circumstance

In order to receive payment, our accounting team will need to set you up with a 'Vendor Profile'. There are three options you can choose from, depending on your circumstances:

1. I am a new awardee and have never been awarded a grant administered by the Long Center
2. I was an awardee in one of last year's grant programs and my financial information is the same
3. I was an awardee in one of last year's grant programs, but my W9, preferred payment method, and/or payment details have changed

Note: If you handle multiple awards, or have received multiple awards over the years, and need grant payments distributed to different bank accounts, you will need multiple vendor profiles. please select [Option 1](#) for every new profile you need created.

Choosing Your Payment Type

The Long Center provides two ways by which you may receive payments for your grant awards:

- ACH (electronic funds transfer from our bank to yours)
- Check

ACH is the quickest and most secure way to receive your payment. The information requested below ensures we have accurate information to transfer funds to your bank account. The initial setup for ACH payments involves a few more steps, but once complete, this method will ensure you get all your payments the quickest and safest way possible.

Awardees may elect to have a physical check mailed to them. Physical checks can take up to 30 days to mail. For security purposes, all physical checks will be sent by certified mail requiring a signature. The cost of sending all check payments by certified mail with the signature requirement will be deducted from your grant award.

Filling Out the Form

The level of detail required in this form will depend on which pathway and payment method you choose. Below are some key pieces of information to know about, if you are asked:

Tax Identification Number

Your Tax Identification Number (TIN) is one of the most important pieces of information in this form. The Long Center team uses it to make sure you or your business is in good standing with the IRS, and as a key-identifier for your Vendor Profile.

Please enter **ONLY** your Social Security Number (SSN) **OR** Employee Identification Number (EIN). Enter whichever one is on your W9. **Do not enter both an SSN and an EIN.** If you enter both, it will cause an issue with our accounting systems, and you will be required to resubmit the form.

Uploading Your W9

New and changing vendors will need to upload a copy of their W9. When filling out the W9 section of the Submittable Financial Form, your answers should match exactly what is in the W9 document.

It is important to make sure your W9 is signed and dated. This should be a recent copy dated no earlier than July 2023. Create Austin has a blank copy of a [W9 form](#) and a [Guide to Filling out a W9](#) available on our [Resource Hub](#).

Verifying Your Bank Details

There are a few ways you can upload verification of your bank details:

- A Bank Verification Letter
- A recent Bank Statement
- A screen-shot of your account details from your mobile banking app

Private information, such as your bank balance, can be crossed-out before you upload. All we need is official documentation of your account details, including: **Account Holder Name, Routing Number, Account Number,** and **Account Type.** If you are uploading a recent bank statement, make sure it displays both your account number and routing number.

Receiving a Test Payment

If you are a new vendor being paid by ACH, or an existing vendor that needs to change your bank account details, you will receive a small test payment to confirm the accuracy of your account details. You will be sent an email when the test payment is distributed. **You can verify your test payment amount in Submittable through the form 'Test Payment Confirmation'.**

Once you complete all other grant-related administrative requirements (eg. signing your contract), you will be scheduled for payment. If you miss any deadlines, you will be scheduled for the next payment run.

Payment Runs

Our regular payment runs occur every other Friday. *However*, during the first month of a grant cycle, they happen every week.

- **To receive a test payment:** If there are no issues with your account information, the latest you can submit your details is end-of-day **Monday** before a payment run.
- **To receive full payment:** The latest you can confirm your test payment or sign your contract is 9am the **Wednesday** before a payment run.

Note: If you are a Thrive, Heritage, or Nexus Awardee, the contract signing process is *not* handled by the Long Center. Deadlines will be set up by the City of Austin team that manages your program!

Please see email communications from the Long Center or the City of Austin for details on deadlines to complete any other administrative requirements.

For all additional and final grant payments, you will receive communications from City Staff about how much time is needed for your reports to be reviewed and accepted before a payment run.

Example Timelines – ACH Payments

Please note that these timelines are just examples. They show the fastest payment track after award announcements. All hard deadlines are the color orange. If you miss any of these deadlines, you will be scheduled for the next payment run.

Note: Please budget approximately two days between accepting your award and receiving the Finance Information Form.

New Vendors

If you are an existing vendor who is changing your bank details, follow the New Vendor timeline.

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Awards announced!	Applicant accepts their award		Awardee sent the Finance Form Awardee sent Contract	
WEEK 2	End-of-day deadline to submit Finance Form				Test Payment distributed
WEEK 3			9am deadline to confirm Test Payment and sign Contract		Round 1 Payment distributed

Existing Vendors

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Awards announced!	Applicant accepts their award		Awardee sent the Finance Form Awardee sent Contract	
WEEK 2	End-of-day deadline to submit Finance Form		9am deadline to sign Contract		Round 1 Payment distributed