**FAIM Coach - FAIM Payout Request Checklist**

FAIM Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ALL Asset Payouts Require the Following:**

Matched Withdrawal Form

Certificate of Completion Form: Partial Payout **OR** Full Payout

Sent to Bremer: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Transfer Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education Notes Form

Check VistaShare Balance: Saver’s Record - IDA Accounts - Transactions tab

Date of first deposit into FAIM account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Enrolled for minimum: 6-months for partial match (maximum match is $1440.00)

***OR*** 1 year + 1 day for full match (maximum match is $2880.00)

Contract Amendment - ***if saver changed asset tracks during enrollment***

Contract Extension - ***if extension of 60-90 days is needed beyond original 30-month spending timeline***

W9 and SAM report *–* ***only needed if vendor is new or inactive at WCMCA***

**EDUCATION ASSET:**

Student name & relationship to FAIM saver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third-Party Billing ***– send to college before drop/add date as promise of FAIM payment to the student’s account***

Term drop/add class date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***- payout held until final invoice is received after this date***

College invoice ***– listing itemized breakdown of charges for tuition, books, fees, payments, etc.***

Class list ***– including dates, credits, etc. (may be part of the invoice)***

Charge receipt for books ***- if applicable. Must be obtained through the college bookstore.***

**BUSINESS ASSET:**

**Payment to Saver’s Business Account:**

Business Plan ***must include: Itemized list for use of full FAIM funds Monthly budget (12-24 mo)***

FAIM Business Plan Approval form ***– signed by client and qualified reviewer***

Business checking/savings account ***– copy of voided check or deposit slip from account (no starter checks)***

W9 for the business with EIN ***– SSN will not be accepted on this form***

**Credit Card Payment:**

Statement including remittance stub ***- actual bill, online account access printouts not accepted.***

Itemized receipt(s) ***– listing vendor, purchase(s) and payment method. Order confirmation not accepted.***

**Payment to Vendor for Pending Order:**

Itemized invoice

* ***After payout***: Final receipt ***- client must provide copy of final, itemized receipt with FAIM payment shown.***

**HOME ASSET:**

**Home Purchase:**

Loan Estimate ***- this is not the same as a Purchase Agreement or Good Faith Estimate***

Copy of Warranty Deed/Title ***– only needed if FAIM saver is not listed as a borrower on the Loan Estimate***

Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wire Transfer Needed Wire Instructions Wire Fee sent to WCMCA

* ***After the closing date***:

Closing Disclosure (CD) ***– final, signed copy with FAIM payment listed (and Deed/Title, if applicable)***

***OR***  CD ***and*** Letter from lender ***- stating FAIM funds were applied to down payment and/or closing costs***

**Principal Reduction:**

Closing Disclosure ***– final, signed/dated copy***

Copy of Title/Warranty Deed ***- only needed if saver is not listed as a borrower on the final Closing Disclosure***

Current monthly mortgage statement with remittance stub ***– online account access printout not accepted***

* ***Within 30 days of the applied FAIM payment***: Documentation of FAIM principal only payment

**FINAL PAYOUT:**

Exit Form (all 3 pages w/ final credit score) & Education Notes Form ***- send to WCMCA***

Account Closure Form - ***send to Bremer and copy to WCMCA***

Contract Agreement **– Odd cents: Waive Pick up *– WCMCA may request a Waiver of Odd Cents, if needed***