**Cornerstone Coach – Private Match Only - Payout Request Checklist**

Cornerstone Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ALL Payout Requests Require the Following:**

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

 Date of first deposit to client’s FAIM savings account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Client enrolled for minimum of 1-year + 1 day from first deposit

 Spending Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (max of 30 months from first deposit date)

 Matched Withdrawal Form

 Savings **Transfer Request** Form: Partial Savings **OR** All Savings

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

 Education Notes Form

 Contract Amendment – ***only if saver changed asset tracks during enrollment***

 Contract Extension Form – ***only if client didn’t spend by their original deadline***

 **HOME REPAIR/REMODEL PAYMENT:**

 W9 from vender ***- needed to add the vendor to WCMCA’s fiscal system. No W9, no check.***

 Itemized estimate / invoice

* After the work is completed

 Paid receipt for goods/services with program funds applied

 **VEHICLE PURCHASE:**

 W9 from the dealership/seller ***- needed to add the vendor to WCMCA’s fiscal system. No W9, no check.***

 Copy of vehicle Purchase Agreement signed/dated by buyer and seller

 Copy of title and lien card (if applicable) – both sides of each document

 Copy of valid driver’s license

 Proof of current vehicle insurance

* After purchase

 Copy of signed/dated Purchase Agreement with program funds applied to sale

 Copy of title (both sides) to document transfer of ownership to client only

 **FINAL PAYOUT:**

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

 Savings **Account Closure** Form – ***send to WCMCA, do NOT and to Bremer.***

 If needed, WCMCA may request that client sign a waiver of odd cents

**Send forms and supporting documentation to FAIM Admin:** **suet@wcmca.org****. Allow up to 21 days for: processing the request, the check to be cut, and for it to reach the coach or vendor by first class postal mail.**