

Payment Request Form

**Instructions:** Please complete and submit the form and required supporting documentation to [paymentrequest@miamifoundation.org](mailto:paymentrequest@miamifoundation.org). Requests must be received by Friday at 5:00 pm EST for payment by the end of the following week. Note, requests submitted on holiday weeks may incur a delay in processing.

Date:

Fund/Project Name:

Requested by:

Type of request:

Reimbursement

If Knight Arts Challenge  
include city and year:

Vendor Payment

Grant

Fund Transfer

W-9 Taxpayer ID:

Attached - a completed IRS Form W-9 is included with this payment request.

On File - a completed W-9 has been previously submitted for this payee.

Check Payable to:

Payee Organization:

Payee Contact:

Payee Address:

Payee Phone:

Payee Email:

Amount:

Budget line item to  
allocate expense to:

Purpose:

Type of payment  
requested:

ACH

Note: ACH is The Miami Foundation's preferred form of  
payment.

Check

Wire (\$35 fee charged to Fund)

Bank name:

Bank phone:

Routing #:

Account #:

Comments:

## Payment Request Form Guidelines

### Instructions

Please complete and submit the payment request form and required supporting documentation to [paymentrequest@miamifoundation.org](mailto:paymentrequest@miamifoundation.org). Payments will not be made without the appropriate documentation.

### Deadlines

Requests must be received by Friday at 5:00 pm EST for payment by Friday of the following week. Note, requests submitted on or around holidays may incur a delay in processing.

### Types of payment requests

- Reimbursements – paid to an individual who has purchased goods and/or services
- Vendor payments – paid directly to a company, organization, individual, or independent contractor

### Required documentation

- ✓ Completed **W-9** (unless already on file with The Miami Foundation)
- ✓ Proof of payment in the form of receipts, bank statements and/or invoices
- ✓ Invoices for vendor payments must be on company letterhead and addressed to The Miami Foundation
- ✓ Payments to individuals for contract services must include 1) hourly rate, 2) dates worked, and 3) timesheet signed by individual and approved Fund advisor
- ✓ Payments to independent contractors require an executed contract

### Common mistakes that result in payment delays

- Mixing up bank routing number and account number
- Mixing up ACH and Wire routing numbers
- Not completing W-9
- Submitting illegible receipts
- Submitting expenses not included on approved project budget
- Not including detailed payment purpose

### Important

All payments made out of your Fund must be directly tied to the charitable purpose of the project/organization. The Miami Foundation is not responsible for the following:

- **Filing your organization's tax returns.** All gifts/ payments made to/from your fund are included on The Miami Foundation's IRS Form 990.
- **Filing an individual's tax returns.** The Miami Foundation issues a Form 1099 to all individuals who receive more than \$600 from the Fund in a given year. The individual is responsible for filing their tax return.
- **Providing benefits** for an individual that is not an explicit employee of The Miami Foundation. Individuals who receive payment from the Foundation related to a Fiscal Sponsorship Fund are considered to be independent contractors supporting the project work.