

Payment Request Guidelines

Instructions

Please submit all payment requests in [Submittable](https://themiamicompany.com) using the “Payment Request Form” found here: <https://themiamicompany.com>. Payments will not be made without the appropriate documentation. For questions, please contact paymentrequest@miamifoundation.org.

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 result in a processing delay. The Foundation’s preferred form of payment is ACH.

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

Important Information

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 Foundation in a given year, not including reimbursements. The individual is responsible for filing their tax return.
- **Providing benefits** for an individual who is not an explicit employee of The Miami Foundation. Individuals who receive payment from the Foundation related to a Foundation Fund are considered to be independent contractors supporting the project work.

Common mistakes that result in payment delays

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