

Standard TIF Grant payment procedure

Anyone receiving a check will have to supply a W9 form, unless they are incorporated. W9's can be emailed to the office.

Any contractors doing work must provide proof of workers comp insurance or an application for exemption from worker's comp insurance if we are paying the contractor directly.

Methods for Payment

1. You expend the funding up front, once the project is finished you submit one invoice with proof of payment to vendor/contractor.
2. You submit invoices that equal the amount of the grant or loan amount and we pay the invoice(s) direct to vendor.

Either way, funds are only released after work has been done.

Example: If you are hiring a contractor to supply and install windows, they give you an invoice for the windows and installation before they do the work. You can submit the invoice to the office, on the below schedule. The check will be created and held in the office until the windows are on site and installed. Once the windows are installed, we release the check.

All requests for funds need to be submitted to the Economic and Community Dev office, **Monday** the week before the **2nd Tuesday** or the **4th Tuesday**, in order to make the accounts payable warrant deadline for submission to the Selectmen. For Nov 2022, that would mean that either the invoice would have to be in by Oct 31st or by Nov 14th to have a check created by Nov 10th or by Nov 24th.

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

www.printable-calendar.com

SUN

MON

This ensures that we can cut the check the next day after the Selectmen's meeting. Checks are created and held in office until we are shown that work has been done and/or material installed. Once work has been done, the check or checks can be released.