HTF-4AFI Draw Request for Payment

HTF FI Project Number: _____ **Date of Request:** _____

Sponsor Name: _____ **Contact Person:** _____

Sponsor Address: _____ **Federal Tax ID #:** _____

City, State, Zip: _____ **Phone Number:** _____

Beneficiary(ies)Name: _____

Beneficiary(ies) Address: _____

_____ _____

Request Number **Total HTF FI Award Amount**

1. Total HTF Award Amount $ _____
2. Subtract amount of current draw - $ _____
3. Balance after payment = $ _____

Award Type:

☐ Forgivable Loan

Draw Type:

☐ Construction Costs

The following documentation is required with the request for payment form:

1. Completed "Request for Inspection" (HTF-2AFI) form.
2. Any required billing/invoice documentation for building permits, porta-jons or trash dumpsters.
3. Permits approved as final from the City/County officials, submit with a final draw request.
4. Signed "Certification of Work Completed" (HTF-2DFI) form, submit with a final draw request.
5. W-9 "Request for Taxpayer Identification Number" form, submit with first 25% inspection draw.

The Sponsor certifies that this project request is for eligible expended costs in accordance with the HTF Habitat for Humanity Flood Initiative Program and that proper documentation has been included to support this request.

_____ _____ _____

Sponsor's Signature Title Date