

ArtsWA Community Investments

CARES Act Funding Program – FY21 Statewide Vendor Form (SWV) FAQs

What is this form?

This form asks for several pieces of information: Your Organization's contact information, how you would like to receive your grant money (check or direct deposit), as well as tax type, identification number, and bank routing information (if applicable). Follow the instructions in your e-mail notification about where to return this form.

Can I use an electronic signature?

Not at this time. Electronic signatures and images of signatures applied to documents are not accepted.

What should I do if I make a mistake on the form?

You will need to re-print the form and start again. We cannot accept forms with crossed-out or whited-out wording.

Who do I send this form to, and how do I know if my information is secure?

Please send this form directly SWV Payee Desk. Your information is not stored at ArtsWA, it is securely stored at the Office of Financial Management at the State Level.

Who do I contact if I need help filling in this form?

Contact [Hannah Dahlke](#) or the [Statewide Payee Vendor Help Desk](#).

Common errors and reasons why ArtsWA cannot accept a completed form:

- *Signed electronically or a pasted image of a signature has been used*
- *crossed out or whited-out text appears on form*
- *Handwriting is illegible*

WASHINGTON STATE
ARTS COMMISSION