

AHCCCS ARP Program Award

Completing the Program Award Payment/Banking Form

Congratulations on your project approval for the ARP Program Award! The following guide explains how to complete the Program Award Payment/Banking Form within GrantsConnect[™]. Using this form, you'll upload tax and banking information for payments related to the AHCCCS ARP Program Award.

You will need the following to complete the form:

- Login credentials for the GrantsConnect[™] account you used to submit your application
- A completed W-9 form
 - You can access the form on the IRS website:
<https://www.irs.gov/forms-pubs/about-form-w-9>.
- Account and routing numbers for the bank account you wish to use

For assistance completing the form, email AHCCCSARPAwardsHelp@pcgus.com or call 831-318-8295.

1. When your application is approved, you'll receive an email requesting that you log in to GrantsConnect™ to complete the Program Award Payment/Banking Form (*Figure 1*). Click “Go to GrantsConnect.”

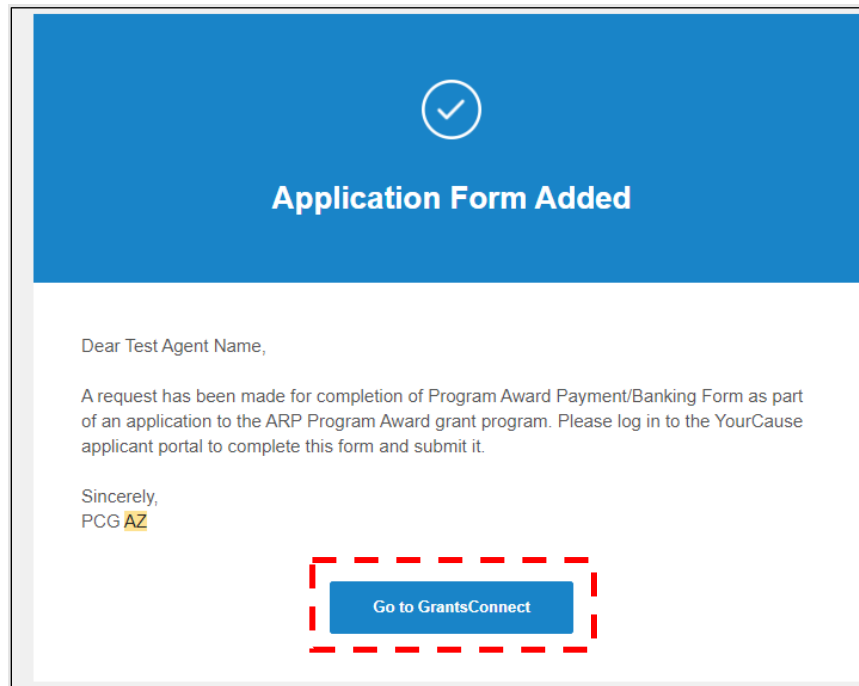


Figure 1: Banking Form Notification Email

2. Log in to GrantsConnect™ using the **same login credentials** you used to submit your application.
3. After you log in, navigate to the “My Applications” page using the button at the top of the page (*Figure 2*).

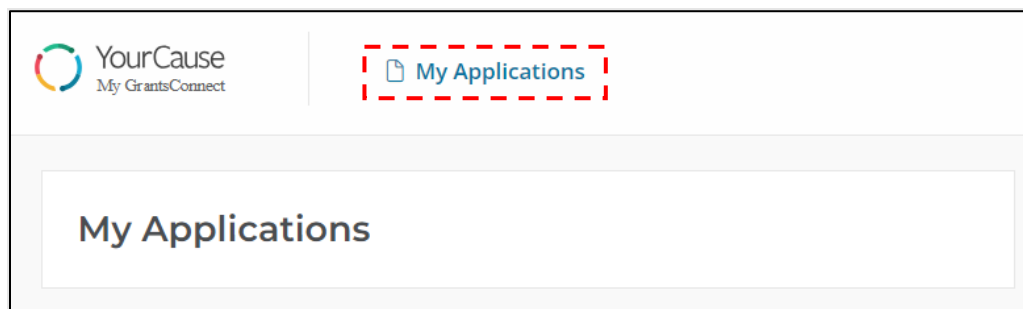


Figure 2: Navigating to “My Applications” Page

4. The Program Award Payment/Banking Form will be listed with your other applications (*Figure 3*). Click the name to open the form.

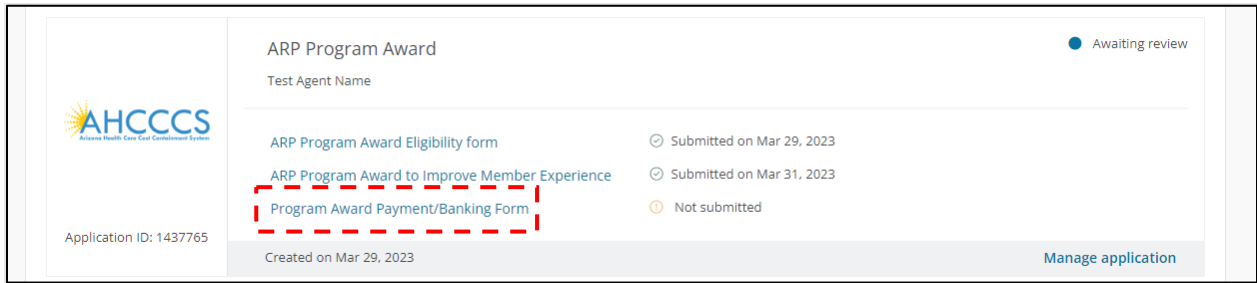


Figure 3: My Applications Page

Figure 4 presents the view you will see when you click into the form. The form opens to “Page One” by default.

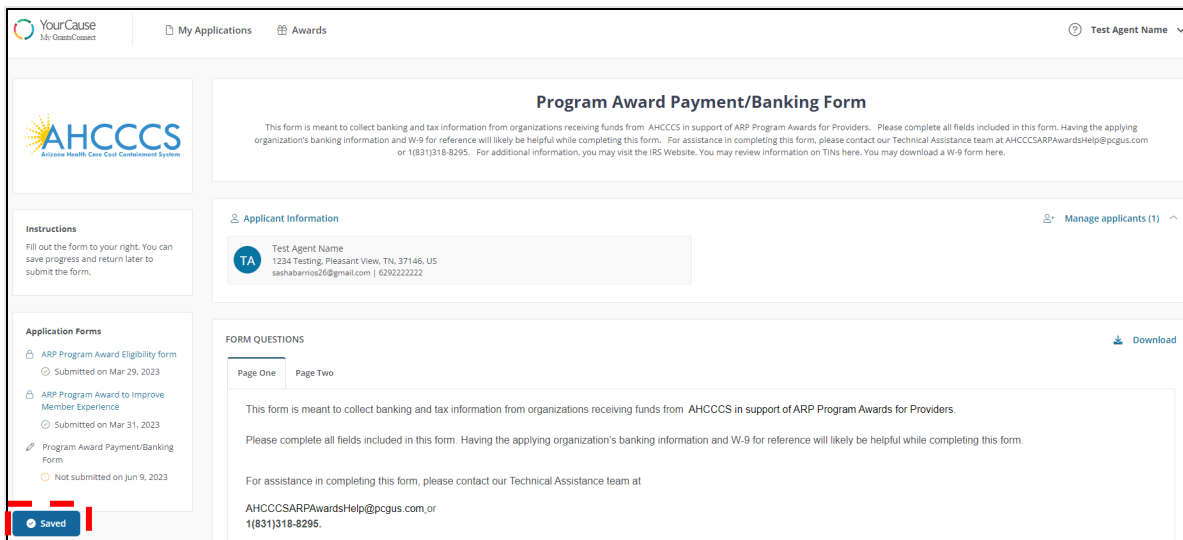


Figure 4: Program Award Payment/Banking Form

The blue icon on the left of the screen will refresh and auto-save your form while it is in process. If you leave the form or are disconnected for some reason, the auto-saved information will display when you return to the form.

5. Enter the information requested in each dropdown on “Page One” (Figure 5). You can open each dropdown by clicking the + icon.

FORM QUESTIONS Download

This form has been submitted and cannot be edited.

Page One Page Two

This form is meant to collect banking and tax information from organizations receiving funds from AHCCCS in support of ARP Program Awards for Providers.

Please complete all fields included in this form. Having the applying organization's banking information and W-9 for reference will likely be helpful while completing this form.

For assistance in completing this form, please contact our Technical Assistance team at

AHCCCSARPAwardsHelp@pcgus.com_or
1(831)318-8295.

+ REPRESENTATIVE INFORMATION

Open

+ TAX INFORMATION

Figure 5: Page One of Banking Form

Enter your completed W-9 form in the “Tax Information” dropdown (Figure 6).

- TAX INFORMATION

If you need additional information about completing your W9 please visit the IRS Website.

Legal Entity Type*
Select one

Individual/Sole Proprietorship
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited Liability Company
 501(c)(3)
 Other

You may review information on TINs here.

Taxpayer Identification Number (TIN)*
--

Please confirm your Taxpayer Identification Number (TIN)*
--

You may download a W-9 form here.

Please upload a completed and signed W-9 form below*

Click or drop files here to upload

Next Sign and submit

Figure 6: Uploading Your W-9 Form

6. Once you have entered all the information on “Page 1”, navigate to “Page 2” by selecting the appropriate tab at the top of the page (*Figure 7*). On “Page 2”, you’ll enter your Payment Information, Entity Demographics, Banking Information, and signed Grant Agreement. You can open each dropdown by clicking the + icon.

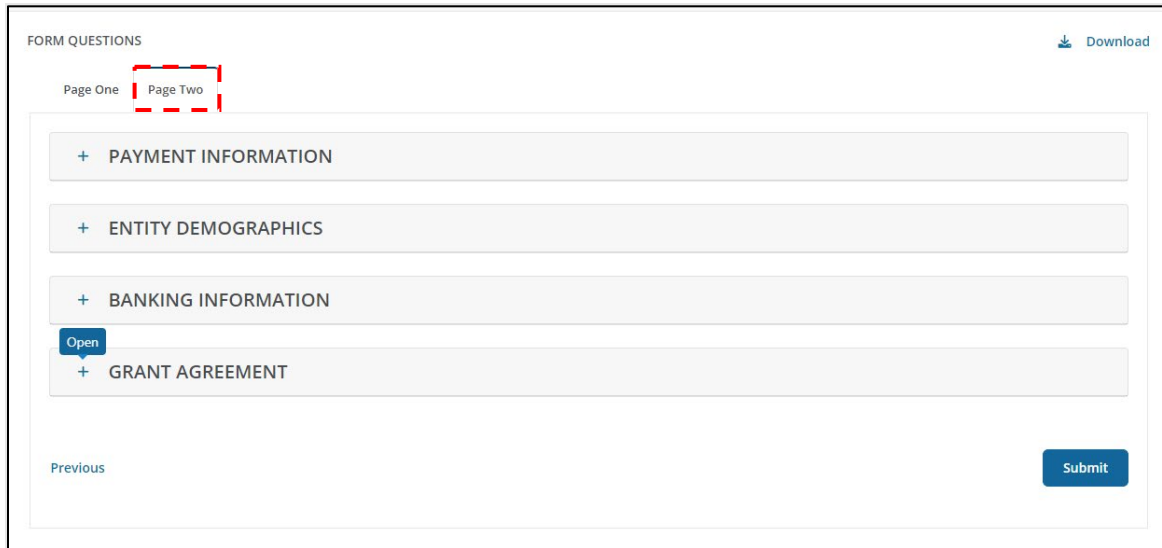


Figure 7: Navigating to Page 2

7. Under Payment Information, you can select how you want your funds to be issued (*Figure 8*):
 - a. Automated clearing house (ACH) Deposit—also known as direct deposit—to the account you provide under Banking Information
 - b. Paper check sent to the mailing address you enter in Entity Demographics

ACH is the preferred method. If you select ACH, you will receive your funds one day after disbursement. Choosing to receive payment by paper check may delay payments by up to 30 business days after disbursement.

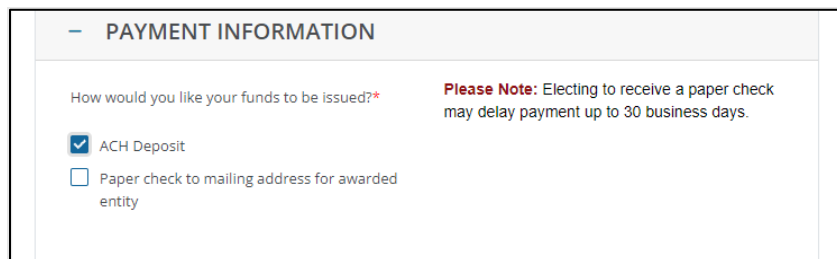
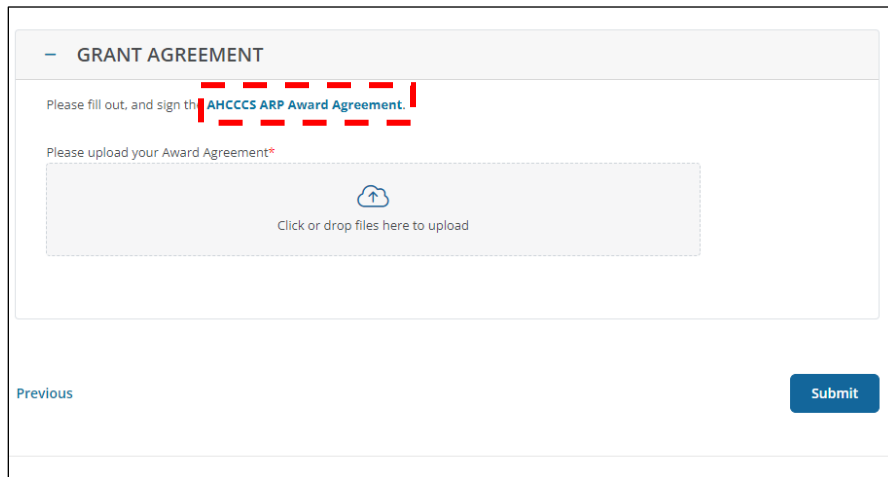


Figure 8: Payment Information

8. Enter the required information in the Entity Demographics and Banking Information tabs.

NOTE: Please double check that your banking information is correct before you submit it. PCG accepts banking information as is, so you are responsible for ensuring it is accurate. Providing inaccurate account information could result in late or canceled payments.

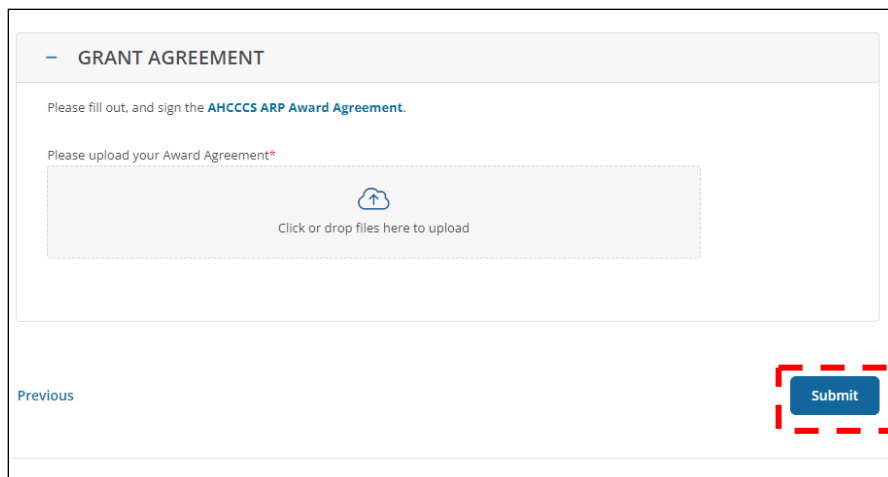
9. Upload your signed AHCCCS ARP Award Agreement in the Grant Agreement tab. You can download the award agreement using the link in the tab (*Figure 9*).



The screenshot shows a web form titled "GRANT AGREEMENT". The main instruction reads: "Please fill out, and sign the AHCCCS ARP Award Agreement." The text "AHCCCS ARP Award Agreement" is highlighted with a red dashed box. Below this, it says "Please upload your Award Agreement*" followed by a dashed box containing an upload icon and the text "Click or drop files here to upload". At the bottom left is a "Previous" link, and at the bottom right is a blue "Submit" button.

Figure 9: Grant Agreement Tab

10. After you have entered all the required information in the form, click "Submit" at the bottom right of the screen (*Figure 10*).



This screenshot is identical to Figure 9, but the blue "Submit" button at the bottom right is highlighted with a red dashed box to indicate where the user should click.

Figure 10: Submit Button

You will receive a confirmation message in the top-right corner of the window when the form is successfully submitted (*Figure 11*).

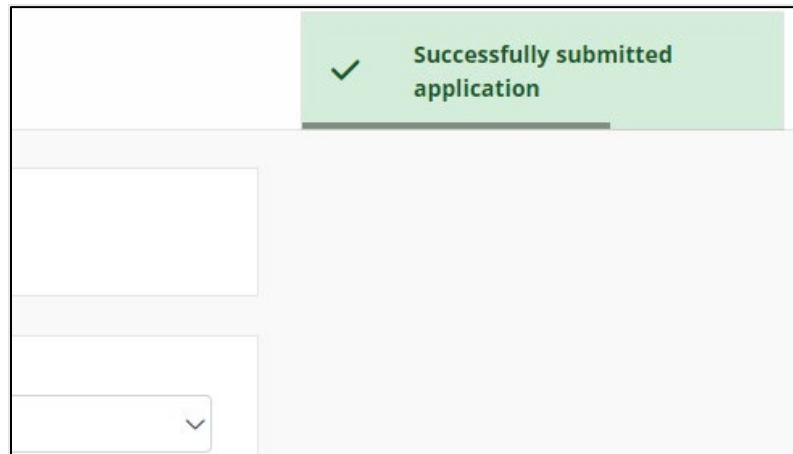


Figure 11: Confirmation of Form Submission