



Grant Payment Setup Form

This form is used by TNECD to set up a grantee's payments and develop the grant contract and should be submitted with the application.

Please provide an answer for all questions, including N/A for Not Applicable.

There are two steps required to ensure your entity can receive grant funds from the State of Tennessee.

- **Step 1:** Confirm your entity is a supplier/vendor for the State of TN or set up your entity as a supplier/vendor using the W-9 form
- **Step 2:** Confirm your direct deposit information or set up a bank account to receive funds using the Supplier Direct Deposit form

You will receive an invoice template that contains the information provided below after your project's contract is approved. You will use that template to request payment on your grant.

TNECD Program Name:

Grantee's Legal Name:

Step 1:

Has your entity previously received funds from the state? Yes No

If yes, please provide your FEIN

If no, please complete the W9 located [here](#) and return to ECD.Invoices@tn.gov

Step 2:

Grantee mailing address:

Last four digits of the bank account number to be used for this grant: _____

Has the bank account above previously received state funds through ACH? Yes No

If yes, and there is no change to your account, **no further information is required.**

If no, or if you want to change account information, please complete the Supplier Direct Deposit Authorization [form](#) and mail the original to the State of Tennessee's Supplier Maintenance using the instructions on the form. For new accounts, select "New" in Section 1 – Type of Request. For changes, select "Change Existing Account."

Please provide contact information to be used by Supplier Maintenance in the event of questions concerning this form or the W-9:

Contact Name:

Contact Email:

Contact Phone:

Please sign and date below and return with the grant application to the Department of Economic and Community Development.

Name:

Email:

Signature:

Phone:

Date: