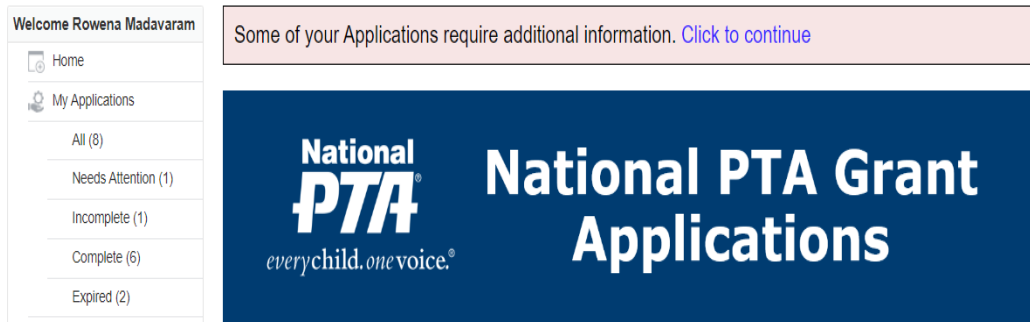# Instructions for Grants Portal Award Winners Round

Step 1: log in – on the homepage click the red "click to Continue" or "Needs Attention" on the left hand menu

Step 2: Click Open or Edit under Action for your 2023-2024 National PTA Programs Grants application. The Round should say "Grant Winners"

Once you click Open/Edit you will have entered the grant winners round where you will download and upload your Award Letter, complete your ACH form and upload a copy of a voided check.

Hit Save & Next to get to the ACH Form portion. On this page, please read the ACH form instructions carefully.

ACH Payment Authorization Form

This form is used for Automated Clearing House (ACH) payments. The information collected on this form will be used by National PTA to transmit payment data by electronic means to your financial institution.

Payment of all grants is made by ACH deposit directly to the recipient PTA's bank account. Grant disbursements cannot be made until correct and complete bank account information is provided to National PTA, including a voided check photo or pdf scan. This information must be completed for each grant application, even if the recipient PTA has received ACH funds from National PTA in the past. National PTA is committed to handling this information as strictly confidential.

Once both your signed Award Letter and correct, complete ACH form have been recieved, it will take approximately one (1) month for the funds to appear in your PTA's bank account.

Should you have any questions about your ACH form, please email *Lhuff@PTA.org*, with *Progams@PTA.org* cc'ed. Please include your PTA Name and contact information in the email.

Please submit all ACH information by December 7th, 2023, 11:59PM PDT.

Please complete the following required information:

PTA Bank Name *

Character count: 15 / 40

> Bank of the PTA

Bank ABA or Routing Number *

Please provide your PTA bank account's nine (9) digit routing number

If necessary, please include leading or trailing zeros to ensure your routing number is nine (9) digits. Numeric text only.

Character count: 9 / 9

> 009006650

Bank Account Number *

Numeric text only.

Character count: 20 / 20

> 00300030203444332220

Account Type *

Only checking accounts can be used to accept ACH funds. Please check this box to confirm that this bank account is a checking account

☑ I confirm.

Voided Check *

Please upload a copy of a voided check. Please note, larger files will not show a preview.

test doc.pdf 🗑

EIN *

Please provide your PTA's nine (9) digit Employer ID Number (EIN).

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00900665(
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Confirmation *

Please confirm that the above information is correct.

☑ I confirm.

Prev   Save   Done

Click Save to save your work, and once complete, click done to submit your Grant Winners Round documentation. This application will now move to the "Complete" section on the homepage of your grants portal.

Directions WITHOUT SCREENSHOTS

If your PTA is looking for how to accept your grant, please follow the directions below:

- Login to the grants portal with the email address used to apply for your grant. You will be taken to the Home Screen which shows a left hand menu labeled "My Applications".
- Under "My Applications", you will click "Needs Attention" on the left-hand menu. From here, you will be able to access the Grant Winners round where you will complete the Award Letter and ACH form required for accepting the grant, by Dec. 1.
- Click Open or Edit under Action for your 2022-2023 National PTA Programs Grants application. The round should say "Grant Winners"
- Once you click Open/Edit you will have entered the grant winners round where you will download and upload your Award Letter, complete your ACH form and upload a copy of a voided check.
- Hit Save & Next on the Award Letter page to get to the ACH Form portion. On this page, please read the ACH form instructions carefully.
- Click Save to save your work, and once complete, click done to submit your Grant Winners Round documentation. This application will now move to the "Complete" section on the homepage of your grants portal.