Verify the following before moving forward with the withdrawal. Your priorities, at this point, are that the IDA mandates and your participation agreement are maintained.

Review that the file is complete, all required forms are present and have signatures (Application, Participation Agreement, Open Account letter, and necessary supporting and verification documents) are present.

Verify that the saver’s account has been active, first savings deposits has been collected, and saving account had been opened and regular deposits have been made for at least six months.

The saver must have completed her/his; Self-Advocacy Portfolio, Asset Plan, and Financial Education Class certification to be able to withdraw funds.

Go on to the next steps if all is complete and correct. If anything is missing, do not proceed. The withdrawal will be denied. It will be harder to get these required documents once funds are disbursed.

**Software Entry**

* Asset Purchase Request entered
* Services and Training entered
* Asset Details entered

**Savers Withdrawal Request Packet**

* Complete **ALL** sections of the packet that are applicable. All blanks must be filled in. Enter “NA” where the question does not apply.
* We can accept original, scanned, or faxed signatures. If faxing or scanning the signature page, be sure to keep the original in your saver’s file.

**Verifications** (can come via scan, fax, or original). If scanned or faxed, there is no need to mail the original. Keep it in the savers file.

* **Home**:
* Good Faith Statement, address of home.
* Copy of closing documents once the purchase has been completed.
* **Education**:
* Enrollment verification,
* invoice from institution or bookstore.
* **Business**:
* Business License,
* bank account opened in Business name.
* Business checklist signed by SBDC or other authorized entity.

**Checks** (checks will get mailed to the agency to the attention of the coach.)

* Funds will come in two checks:
* One check will be from the savers bank or credit Union. This will be the saver’s portion only.
* The other check will come be from PW’s bank or credit union. This will be the matched funds.

**Check Disbursements**

* Make a copy of the checks on the Check Receipt form.
* Make sure the coach, or the person handing out the checks, signs the form as witness
* Send a copy of verification of the pick up to Sarah. This allows her to…
* Finalize the purchase.
* Best Practice is to hand out both checks together. This will allow you the coach to ensure both came in and may eliminate issues arising such as I only used the match check I don’t need this part at this time.

Less trips for saver to get checks. (granted there may be times you will give out separately).