



Solidarity Fund 2.0 | Payment Information Sheet

All Solidarity Fund recipients will receive a link from the **Just Works** portal to complete a W-9 form and contact information there. The link will be sent to the email address you provided in your application. **Please complete the entire process as soon as possible. Postponed completions may delay your payment. Please do not email us a copy of your W-9.** Your information is securely kept in the payment portal Just Works.

Payment Options

- **Direct deposit** (Alternate ROOTS' preferred method)
- **Check**
- **Payment App**
 - [Paypal](#)
 - [Cash App](#) (\$500 and under only)
 - [Venmo](#) (\$500 and under only)

Instructions by Payment Option:

ALL PAYMENT OPTIONS REQUIRE YOUR COMPLETION OF THE INFORMATION REQUEST VIA THE JUSTWORKS LINK EMAILED TO YOU. Please complete the entire process as soon as possible. Postponed completions may delay your payment.

Direct Deposit (via JustWorks) into your bank account. The processing time is approximately **1 week**. Here's how to set this up:

- Complete the information requested via the JustWorks portal link emailed.
- That's it – you are done.

Check: A check will be mailed to you. Between processing and mail delivery time, it can take up to **2 weeks** for you to receive payment. Here's how to set this up:

- Complete the information requested via the JustWorks portal link emailed to you.
- Then, email payments@alternateroots.org:
 - Subject line: Solidarity Fund, Your Name
 - Email body: Name (to make checks payable to) and the **Full Address** (state and zip included) to mail the check.
 - That's it – you are done.

Paypal: a deposit will be made into a PayPal account. The processing time is approximately **3-5 days**.

Here's how to set this up:

- Complete the information requested via the JustWorks portal link emailed to you.
- Email payments@alternateroots.org
 - Subject line: Solidarity Fund, Your Name
 - Email body: Include your PayPal email or telephone number.
 - That's it – you are done.

Cash App: a deposit (**of \$500 and under only**) will be made to you via CashApp. The processing time is approximately **3-5 days**. Here's how to set this up:

- Complete the information requested via the JustWorks portal link emailed to you.
- Email payments@alternateroots.org
 - Subject line: Solidarity Fund, Your Name
 - Email Body: Include your Cash App handle.
 - That's it – you are done.

Venmo: deposit (**of \$500 and under only**) will be made to you via Venmo. The processing time is approximately **3-5 days**. Here's how to set this up:

- Complete the information requested via the JustWorks portal link emailed to you.
- Email payments@alternateroots.org
 - Subject line: Solidarity Fund, Your Name
 - Email Body: Include your Venmo handle.
- That's it – you are done.

TAX DISCLAIMER

Funds received through the Solidarity Fund are taxable income.

Tax Form(s)

Alternate ROOTS requires a completed W-9 Form from individuals and organizations receiving payment within a tax year. Alternate ROOTS does not withhold federal or state income tax from payments made to recipients. Those receiving payments are responsible for estimating and paying any associated taxes.

Alternate ROOTS does not request or require receipts, but we recommend that you keep them for your personal records and tax filing purposes.

For Payment Information: contact Aimee McCoy at payments@alternateroots.org or via phone at 404-577-1079 ext 302 for more information.