



## Solidarity Fund 2.0 | Payment Information Sheet

To uphold our commitment to supporting as many artists and cultural workers in the South during this time, we have expanded our grant process to effectively respond to the requests for assistance. **If you are awarded a grant, you should expect to receive a payment within 30 days of award notification.**

All Solidarity Fund 2.0 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.

**PLEASE BE SURE TO COMPLETELY FILL OUT THE W9 FORM. FAILURE TO DO SO MAY DELAY PAYMENT.**

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### Payment Options

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

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### 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. **All payment processing can take up to 30 days.** 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.

- That's it – you are done.

**CASH APP:** a deposit (of \$500 and under only) will be made to you via CashApp. **All payment processing can take up to 30 days.** Here's how to set this up:

- Complete the information requested via the JustWorks portal link emailed to you.

**VENMO:** deposit (of \$500 and under only) will be made to you via Venmo. **All payment processing can take up to 30 days.** Here's how to set this up:

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

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## **TAX DISCLAIMER**

**Funds received through the Solidarity Fund 2.0 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: email [payments@alternateroots.org](mailto:payments@alternateroots.org) or via phone at 404-577-1079 ext 302 for more information.