



Indiana Finance Authority (IFA)

Residential Housing Infrastructure Assistance Program (RIF)

REQUEST FOR DISBURSEMENT

The undersigned Authorized Representative of the Participant named in this Request, on behalf of such Participant, hereby (i) requests that the Authority make a Disbursement, or cause a Disbursement to be made, according to this Request and (ii) directs that the Authority mail, or cause to be mailed, the Disbursement to the Participant or the Contractor named in this Request.

INSTRUCTIONS

- 1.) This request is only applicable to the costs associated with the Participant of the Residential Housing Infrastructure Assistance (RIF) project.
- 2.) Contractor/Vendor inquiries related to the status of a Disbursement Request must be initiated by the Participant. The Participant may contact the RIF Finance Manager for payment information. Please inform project contractors of this policy.
- 3.) Please type the required information on the RIF Disbursement form, and do not modify the disbursement form.
- 4.) Request amounts must be rounded to the nearest whole dollar amount.
- 5.) Complete the required information and answer all questions by selecting the appropriate check boxes and/or filling in the blanks.
- 6.) Indicate on the request form if the Participant has paid all or part of the Contractor/s claim and is seeking reimbursement. If seeking reimbursement, attach evidence that such payment was made.
- 7.) Please indicate on the request form the funding source to be used for payment, along with the corresponding loan amount.
- 8.) Please use a new Disbursement Request Form for each contractor/vendor.
- 9.) Attach a copy of the claim (a bill, invoice, pay application, or a statement) to support the request.
- 10.) If either the Participant, or Contractor/Vendor would like to be paid via wire transfer, please include the instructions on the disbursement form.
- 11.) Please note that disbursements can only be paid via a physical check or wire transfer
- 12.) Indicate on the request form the retainage payment option that complies with the retainage agreement between the contractor and the participant.
- 13.) Please send all Disbursements Requests to ifaresidential@ifa.in.gov or send them to the address listed below and to the attention of the RIF Finance Manager.

RIF Finance Manager Contact Information

Kary Long, Finance Manager
100 N. Senate Ave., RM 1275
Indianapolis, IN 46204
Phone: 317-233-7307
Email: karylong@ifa.in.gov
Email Disbursements to: ifaresidential@ifa.in.gov