

**CERTIFICATION OF SIGNATURES AND
ADDRESS****Explanation of Form**

The Certified Signatures and Address Form is required for DHCD to process remittances in the Centralized Application and Management System (CAMS) and future Budget Revision Requests. It must be filled out by the Regional Administrator's chief administrative official. The form must be received by DHCD prior to the Regional Administrator's first remittance request. Revising or updating of the Certification is required if **either** the certified signatures or certified address changes, for DHCD to process any new remittance requests.

At least **four different persons must sign this Certification:**

1. The certifying local chief executive;
2. The notary public; and
3. The two (2) persons authorized to sign/submit Remittance requests. Cannot be the same persons as the ones who sign the Grantee's checks without prior approval from the DHCD's Fiscal Analyst.

The Regional Administrator may authorize more than two signatures, if desired. The authorized signatures must be typed (or printed) **and** signed.

It is of utmost importance that the certified address includes the correct content and be in the required format. The format restrictions (listed below) were made by the Virginia Department of Accounts, and failure to conform to their format may delay processing of payment/remittance requests. Funds can **only be paid or transferred to the Regional Administrator**. Checks may not be paid or transferred to any third parties.

Format and content requirements for the **Certified Address:**

1. Maximum 4 lines. Up to 40 characters, including spaces, in line 1. Up to 32 characters in lines 2 and 3.
2. Use no punctuation and abbreviate words whenever possible. Abbreviate Virginia as **VA**, Street as **ST**, Post Office Box as **P O BOX**, and use initials instead of the full name (e.g., Mary Hart, Treasurer as M HART TREAS). Delete all extraneous words and symbols that do not affect delivery or Regional Administrator processing of the payment.
3. PAYEE - must name grant **locality** first and, space permitting, may also include the project name. The locality must be listed with **name first and 'County' 'City' or 'Town' after** (e.g. Town of Grantsburg is shown as Grantsburg Town).
4. ADDRESS - checks may be sent to either a local government address or directly to a bank for deposit.

Federal Identification Number (Fin): is required by the Virginia Department of Accounts and draw downs will **not** be processed without this number. Be sure to use the FIN and your suffix number that applies to your **IPR Flex** bank account.

Virginia Department of Accounts has instituted electronic transfer to the locality's general funds account. Be sure to use the suffix number assigned by the Virginia Department of Accounts for your IPR Flex electronic transfer to ensure that your funds are deposited to the correct account.

Electronic Transfer and Debt Off-Set

The Commonwealth will transfer the IPR amount requested via an electronic transfer according to the agreement set up between the Locality and the Virginia Department of Accounts (DOA). This agreement will need to be reviewed before your first draw down to insure that the transfer will be made to the correct bank account, or revised to include your new IPR Flex checking account.

A transfer can be made to a separate account by having DOA add a “suffix” to your Federal Identification Number. To have remittances deposited to separate accounts, complete the Electronic Transfer forms available at the DOA website, www.doa.virginia.gov. Click on “EDI Forms” under Localities on your screen. Mail your completed form to Department of Accounts, EDI Unit, Virginia Department of Accounts, at P.O. Box 1971, Richmond, VA 23215-1971. **DO NOT EMAIL THE FORM TO DOA. Call 804-692-0473 if you have any questions.**

If the amount received is higher than the amount requested, there is probably a second or third non-IPR Flex transfer being made at the same time. Each Regional Administrator should be receiving a “remittance advice” for each component of the transfer and these could be used to reconcile the total transfer.

If the transfer is for an amount less than requested, in most cases, the Department of Taxation has captured all or part of the transfer within the Debt Off-Set program. In other words, your locality was showing on their list as owing the state money, and the IPR Flex transfer was captured to fulfill that debt.

Please note that the full amount of the IPR Flex remittance must be deposited. Should all or part of a remittance go to satisfy an outstanding obligation with the state, the locality must make up the difference out of their own funds, or be subject to an interest penalty.

✱ Be sure to check the DOA website regularly for updated EDI-related forms and information. Remember to refresh your screen to get the most recent version. Remember to resubmit the *Trading Partner EDI Notification of Change* form if your banking information changes. This form must be submitted fifteen (15) days in advance of any changes.