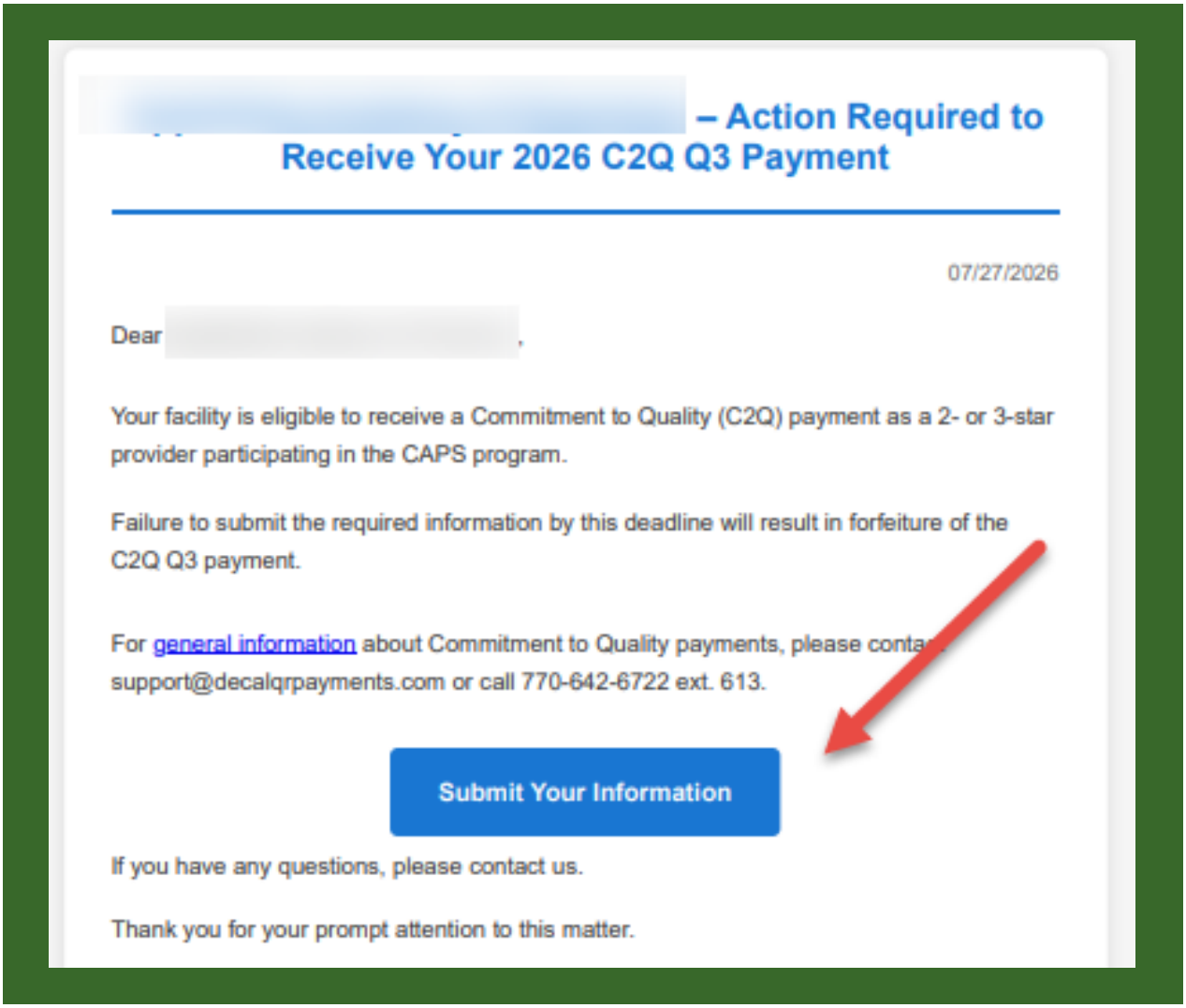
How to submit your program's information for the Commitment 2 Quality (C2Q) payments

This document will guide you through submitting your information for your Commitment 2 Quality (C2Q) payments. To expedite the payment process, follow the instructions below.

1 If your program is eligible for the C2Q payment, you will receive an email to submit your program's information. Click on the button "Submit your Information" at the bottom of the email. It is best to use a computer (not a mobile phone), if possible.



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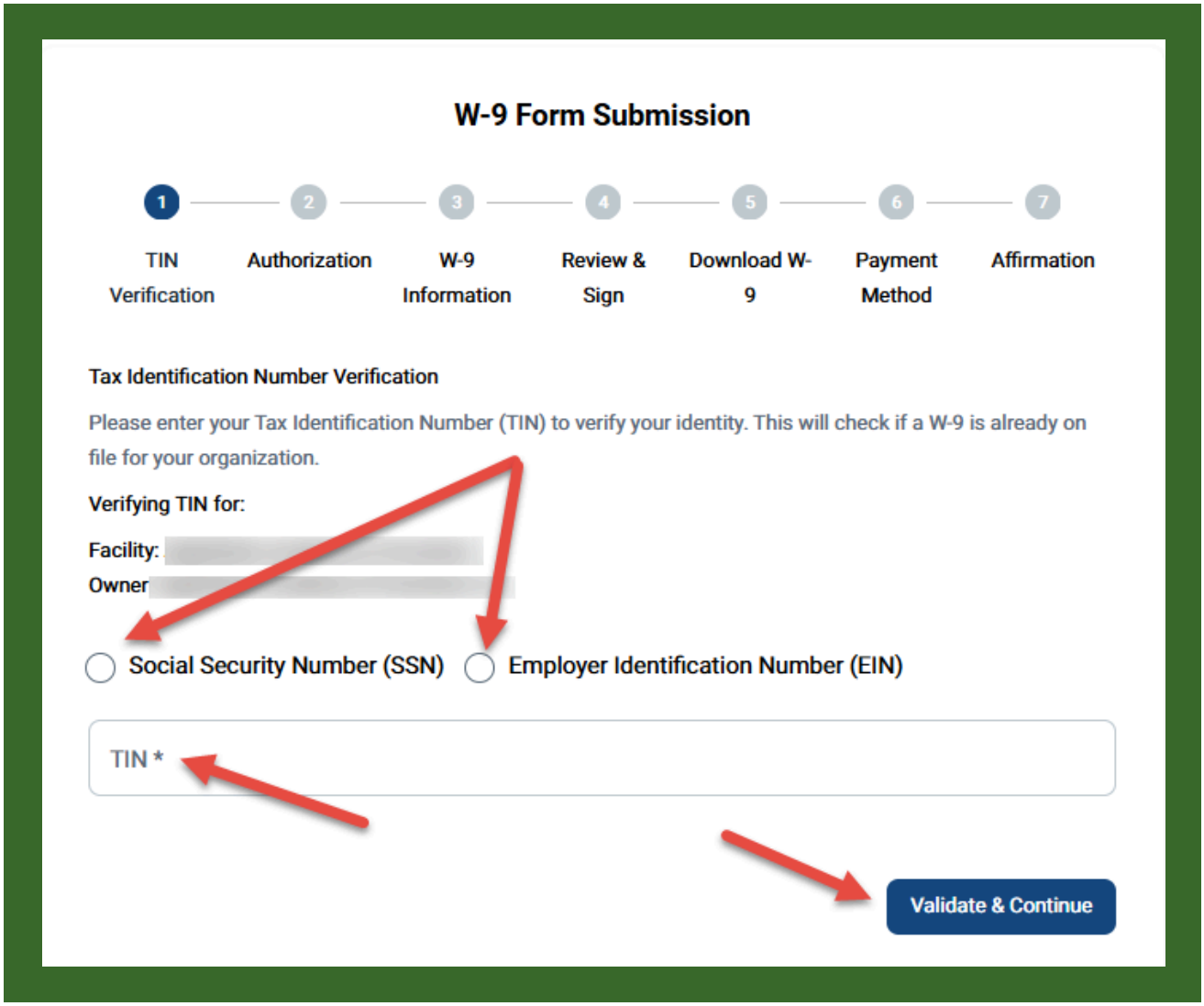
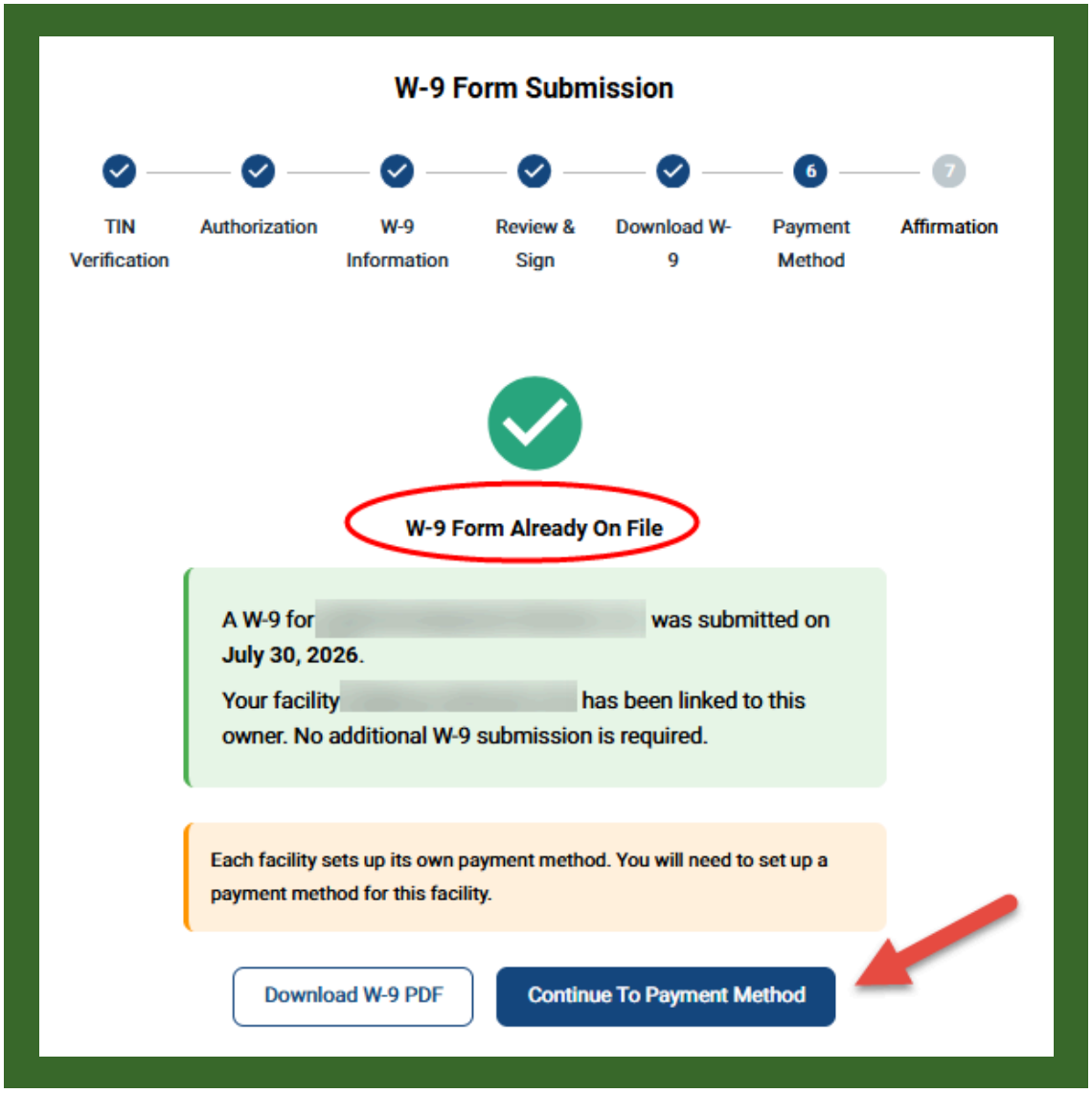
a. Select either Social Security Number (SSN) or Employer Identification Number (EIN).
b. Enter in the facility owner's Tax Identification Number (TIN).
c. Click "Validate and Continue."



Please note: Validation usually takes 2–3 minutes, but may take up to 1 hour. You may close your browser and return later. An email will be sent once validation is complete.

3a If a W-9 for the facility owner has already been submitted (by a previous facility sharing the same EIN), you will be shown this message “W-9 Form Already On File.” You will not be required to fill out another digital W-9 form.

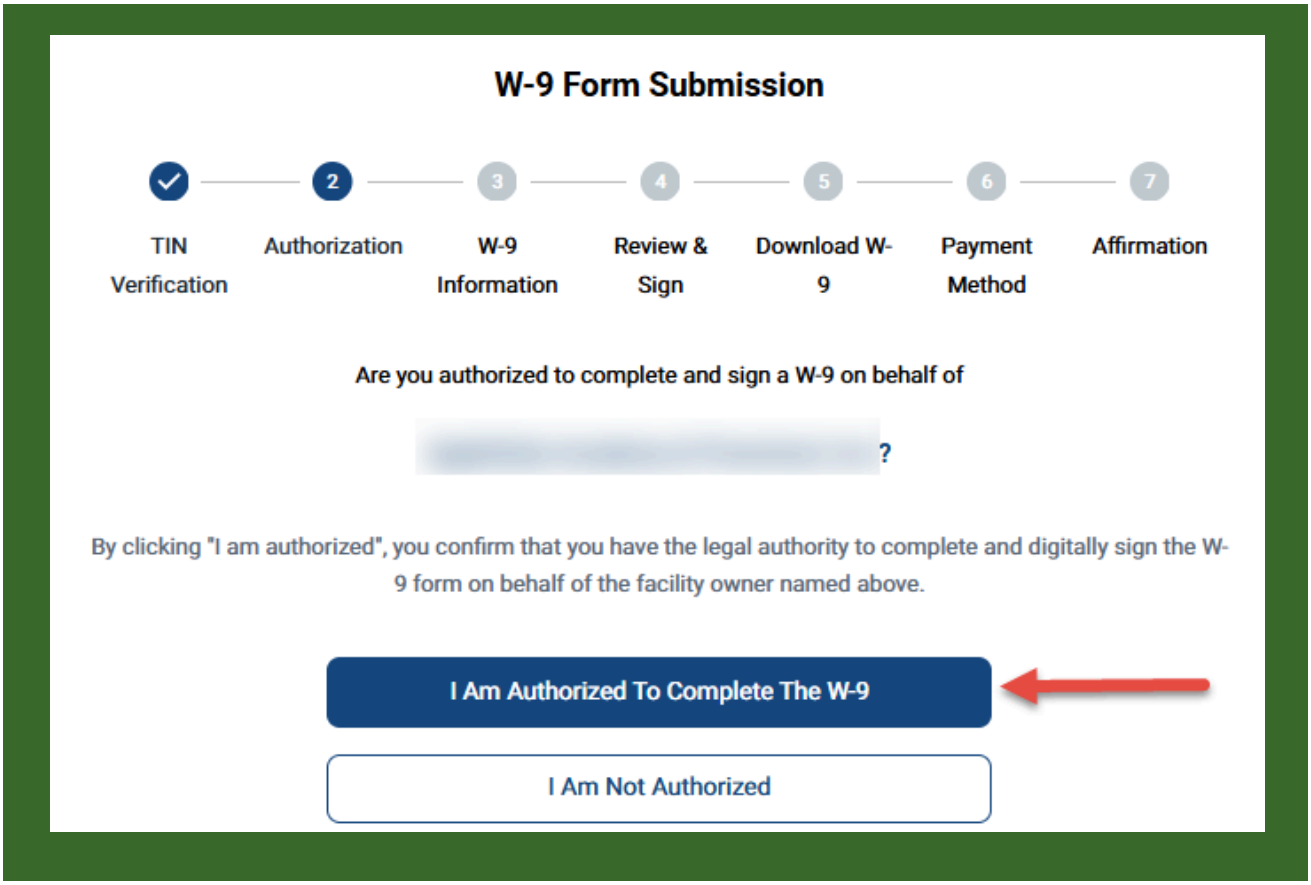
Click on “Continue to Payment Method” and **advance to Step 7.**



3b If a digital W-9 form has not been submitted during the current calendar year, will you be requested to complete a new digital W-9 form.

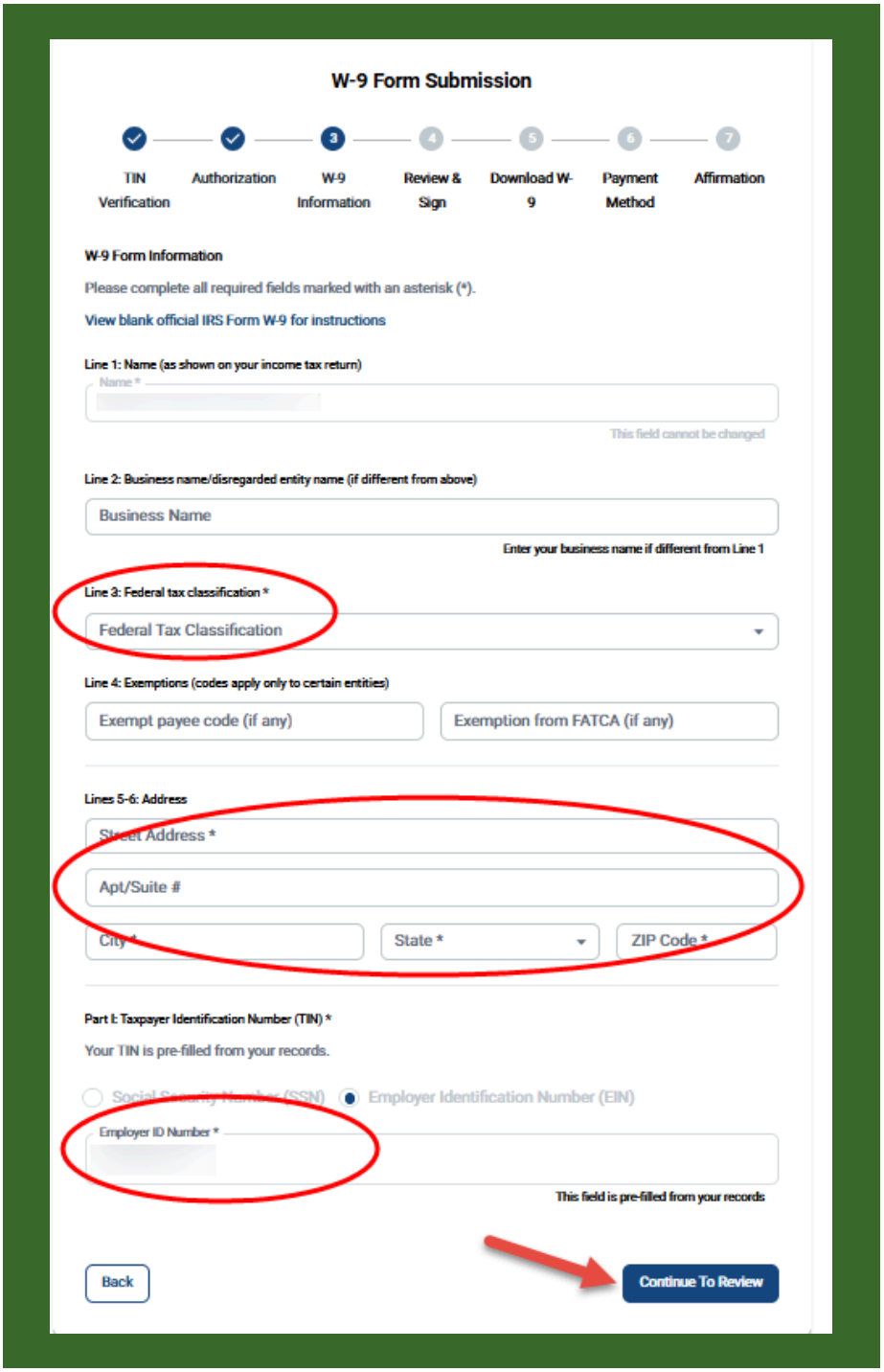
If you are authorized to complete a digital W-9 form on behalf of the facility owner, click “I Am Authorized to Complete the W-9.”

If you are NOT authorized to complete a digital W-9 form, close out of the browser. Go back to the invitation email in your Inbox (Step 1) and forward the email to the authorized person.



Please note: Your name and signature will be recorded as the individual who filled out the W-9 form.

4 Fill out the digital W-9 form. The circled fields are required. Click “Continue to Review.”



Please note: Please ensure you have selected the correct tax classification, since it will determine if a 1099 is issued at the end of the year. If a 1099 is issued, it will be mailed to the address indicated.

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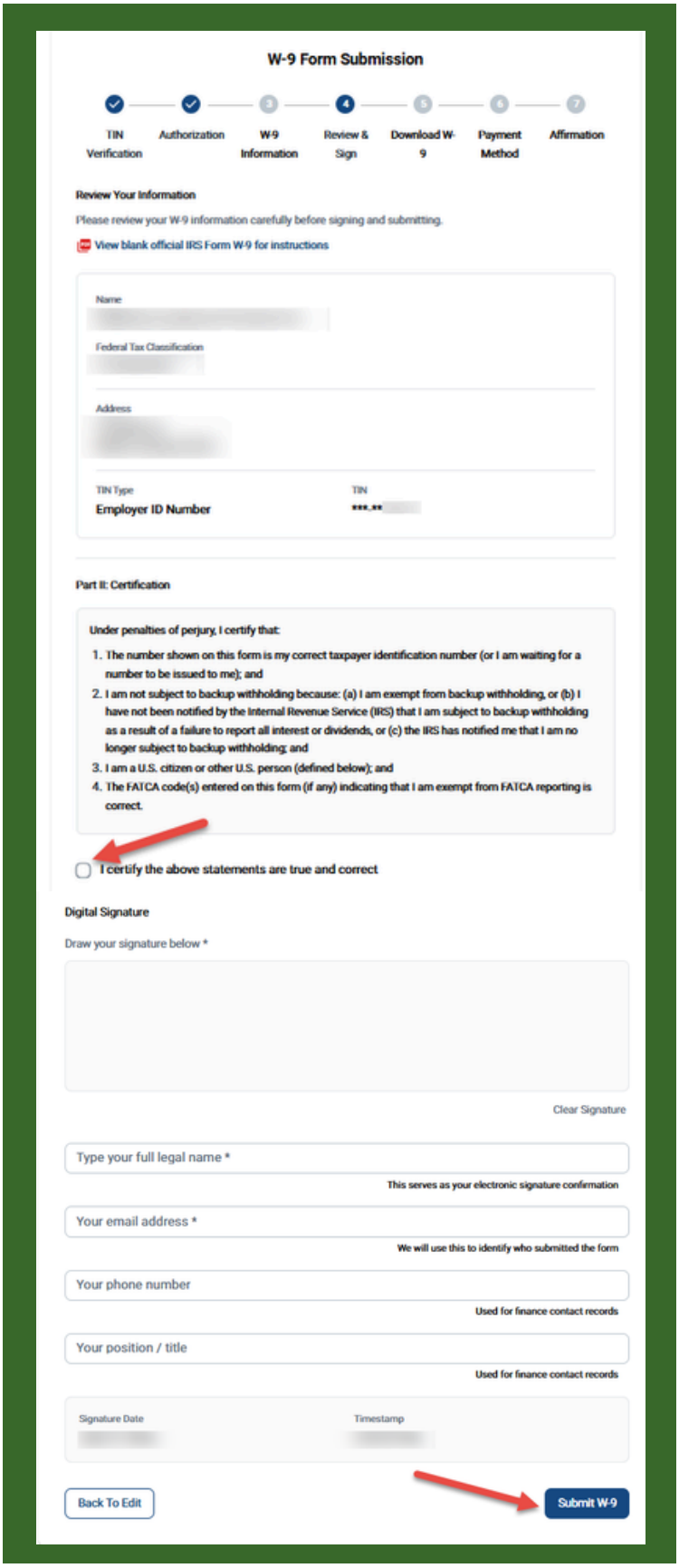


Review your information. Your tax classification will determine if a 1099 will be issued at the end of the year to the address indicated.

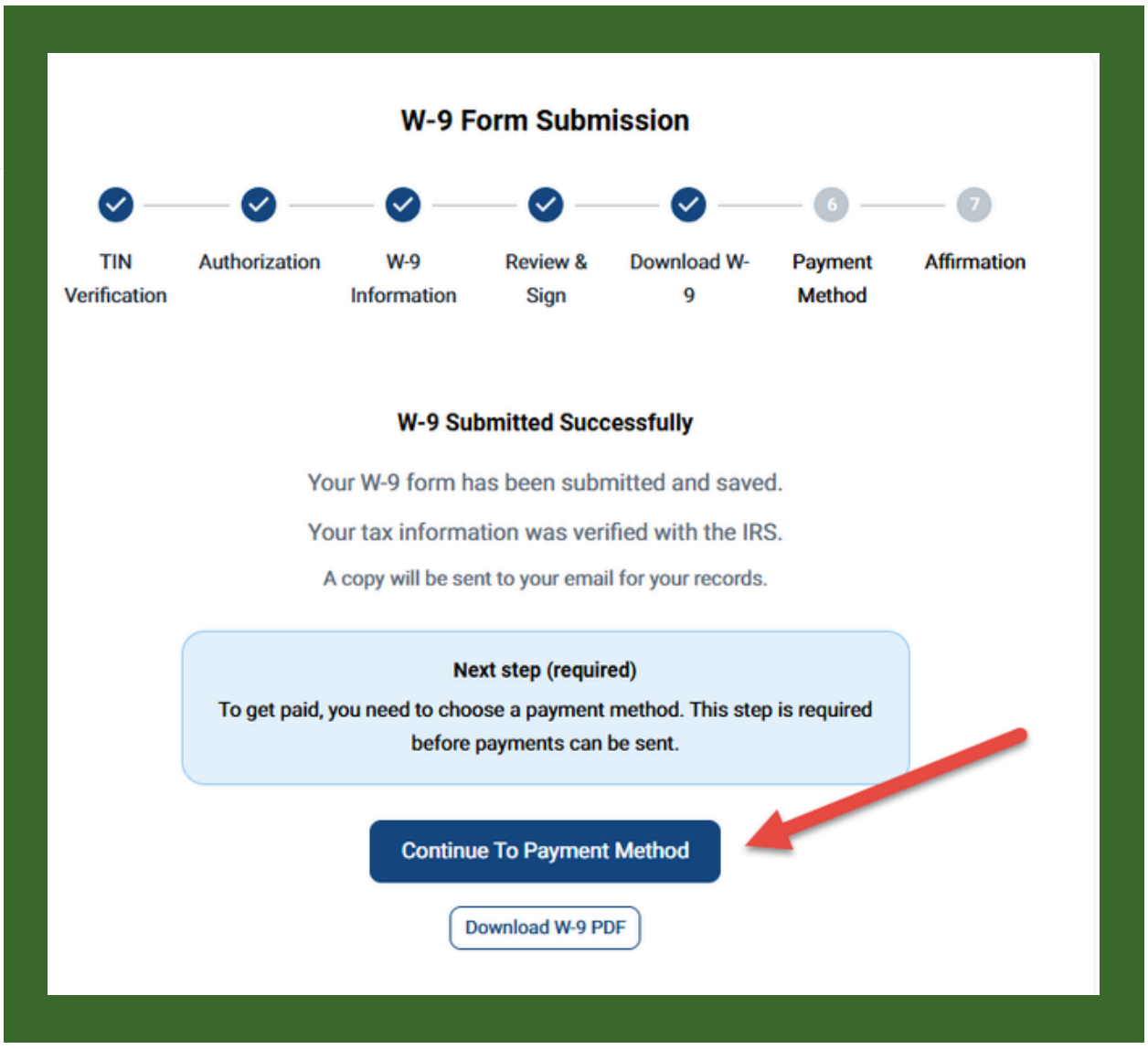
If all fields are correct, click on "I certify the above statements are true and correct."

Manually sign your name in the signature box, type in your full legal name, email address, phone number, and title.

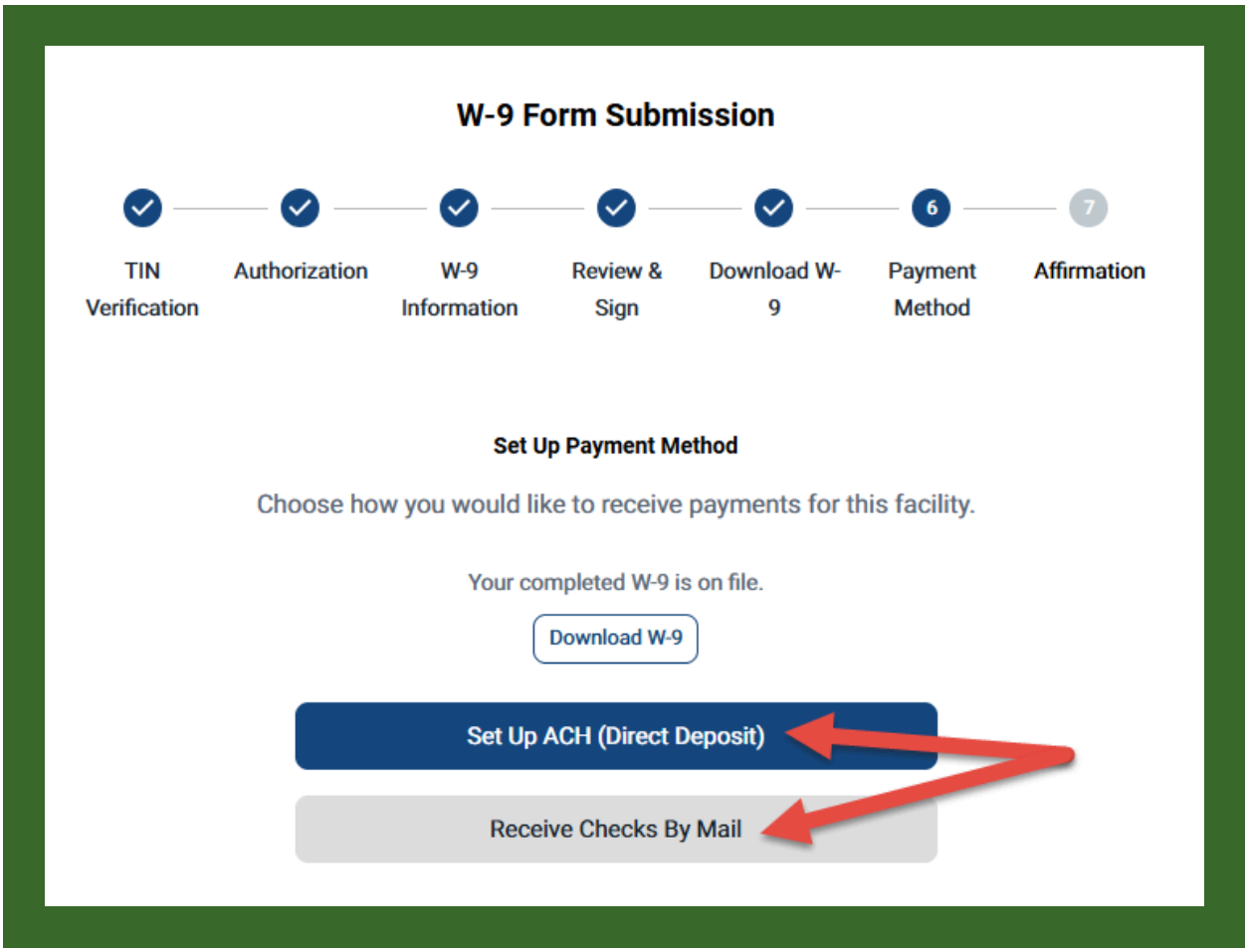
Please note: After you "Submit W-9" there will be a short wait time before the next page loads. Please wait while the database creates the digital W-9.

If a field needs to corrected, click "Back to Edit."

6 The completed digital W-9 will be emailed to the email address provided. The W-9 can also be viewed by clicking on “Download W-9 PDF.” Click “Continue to Payment Method.”



7 Select your payment method. You can choose either ACH (direct deposit) or check.



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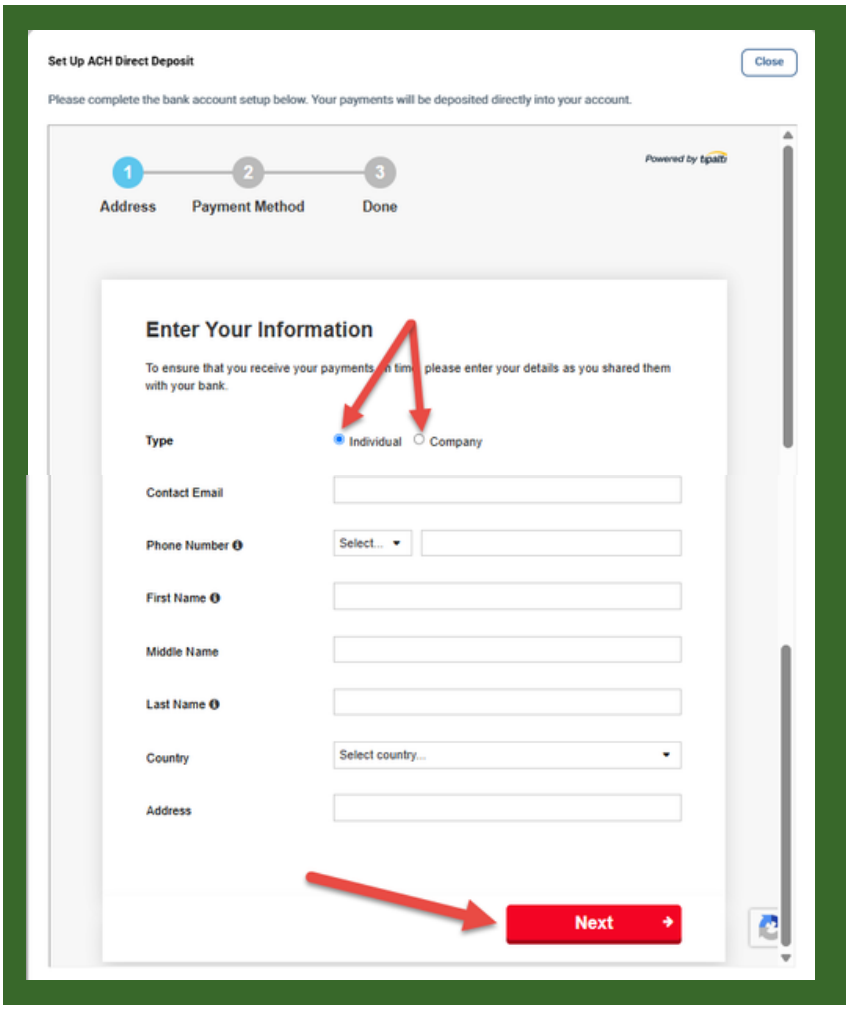
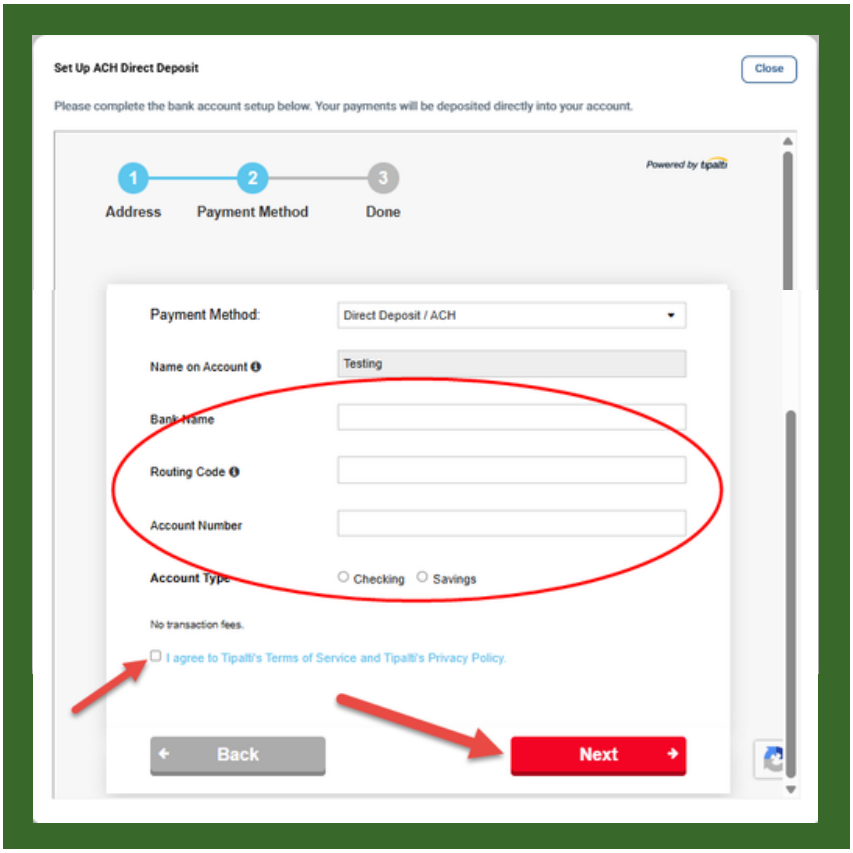


If ACH (direct deposit) is selected for the payment type, the Tipalti ACH Setup will open in a pop-up window.

If you have a corporate bank account, select “Company” at the top of the first page.

Use the scroll bar in the window to scroll to the bottom to see the Next button.

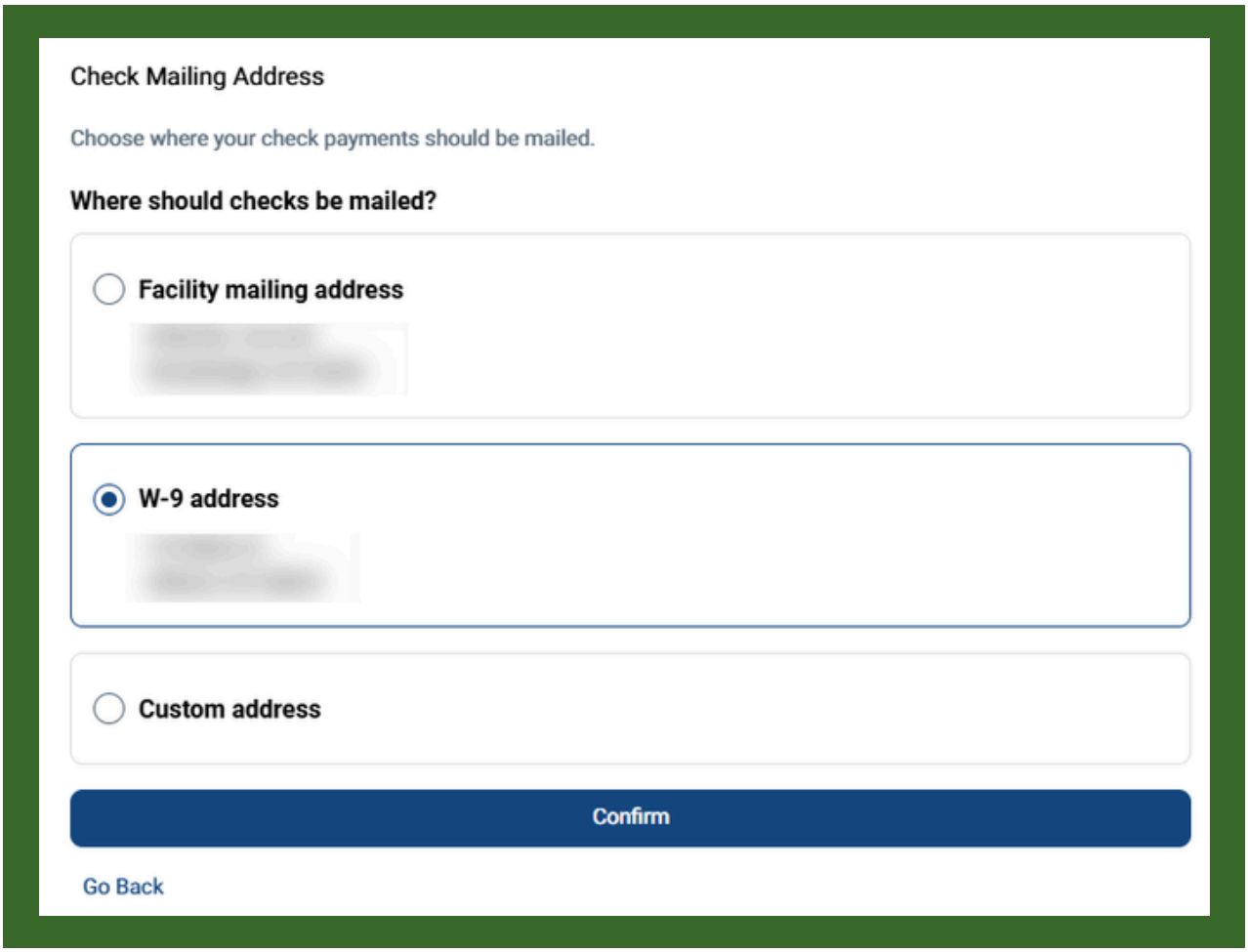


Fill in the bank account information accurately to ensure payments are processed correctly.

The window will automatically close after pressing “Next” on the 2nd page.

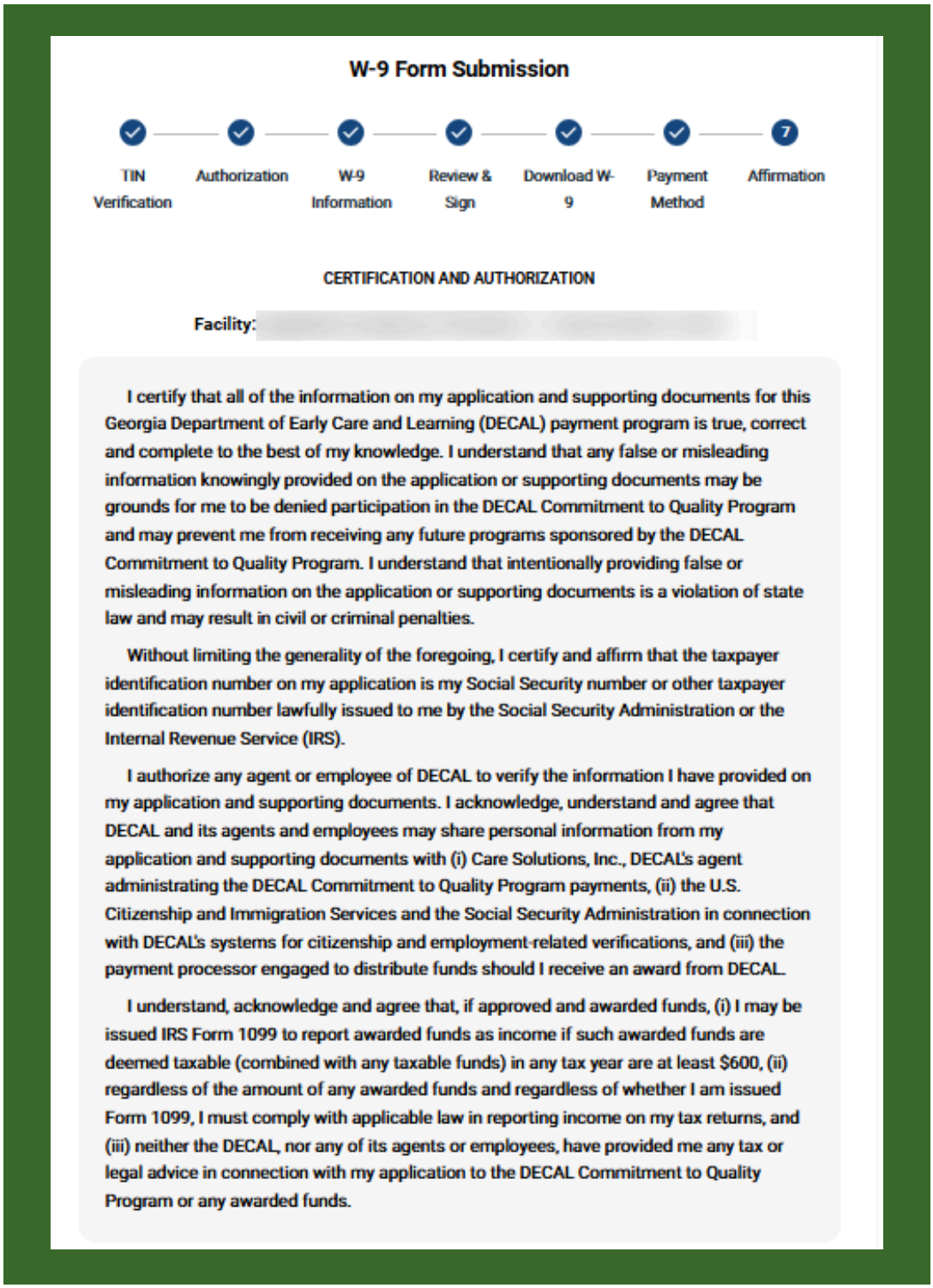
8b

If Check is selected for the payment type, select the address where the C2Q check should be mailed. Click “Confirm.”



Please note: If your address is the same for Facility mailing address and W-9 address, select W-9 address.

9 Read the Certification and Authorization Statement.



W-9 Form Submission

TIN Verification ✓ — Authorization ✓ — W-9 Information ✓ — Review & Sign ✓ — Download W-9 ✓ — Payment Method ✓ — 7 Affirmation

CERTIFICATION AND AUTHORIZATION

Facility:

I certify that all of the information on my application and supporting documents for this Georgia Department of Early Care and Learning (DECAL) payment program is true, correct and complete to the best of my knowledge. I understand that any false or misleading information knowingly provided on the application or supporting documents may be grounds for me to be denied participation in the DECAL Commitment to Quality Program and may prevent me from receiving any future programs sponsored by the DECAL Commitment to Quality Program. I understand that intentionally providing false or misleading information on the application or supporting documents is a violation of state law and may result in civil or criminal penalties.

Without limiting the generality of the foregoing, I certify and affirm that the taxpayer identification number on my application is my Social Security number or other taxpayer identification number lawfully issued to me by the Social Security Administration or the Internal Revenue Service (IRS).

I authorize any agent or employee of DECAL to verify the information I have provided on my application and supporting documents. I acknowledge, understand and agree that DECAL and its agents and employees may share personal information from my application and supporting documents with (i) Care Solutions, Inc., DECAL's agent administrating the DECAL Commitment to Quality Program payments, (ii) the U.S. Citizenship and Immigration Services and the Social Security Administration in connection with DECAL's systems for citizenship and employment-related verifications, and (iii) the payment processor engaged to distribute funds should I receive an award from DECAL.

I understand, acknowledge and agree that, if approved and awarded funds, (i) I may be issued IRS Form 1099 to report awarded funds as income if such awarded funds are deemed taxable (combined with any taxable funds) in any tax year are at least $600, (ii) regardless of the amount of any awarded funds and regardless of whether I am issued Form 1099, I must comply with applicable law in reporting income on my tax returns, and (iii) neither the DECAL, nor any of its agents or employees, have provided me any tax or legal advice in connection with my application to the DECAL Commitment to Quality Program or any awarded funds.

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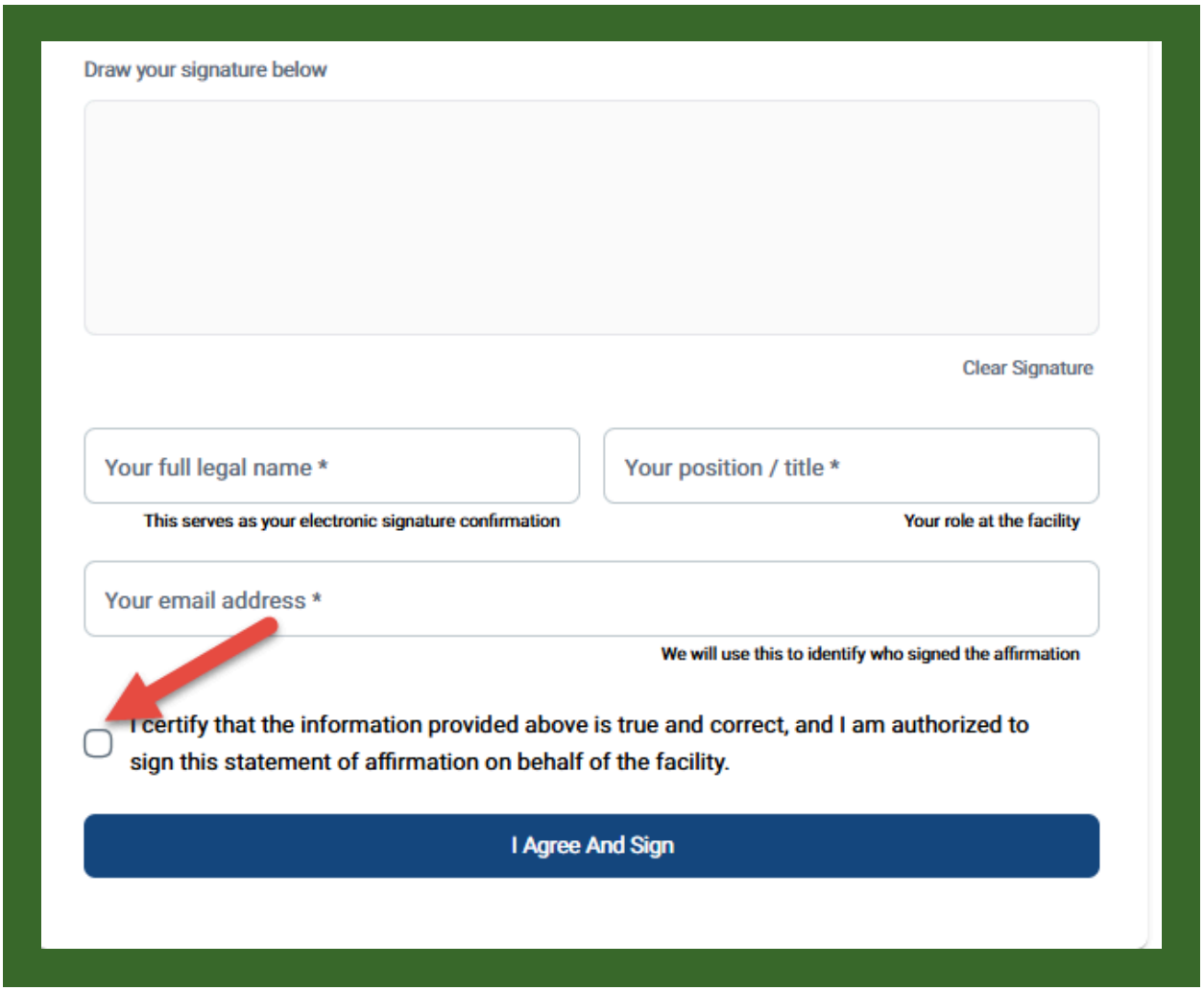
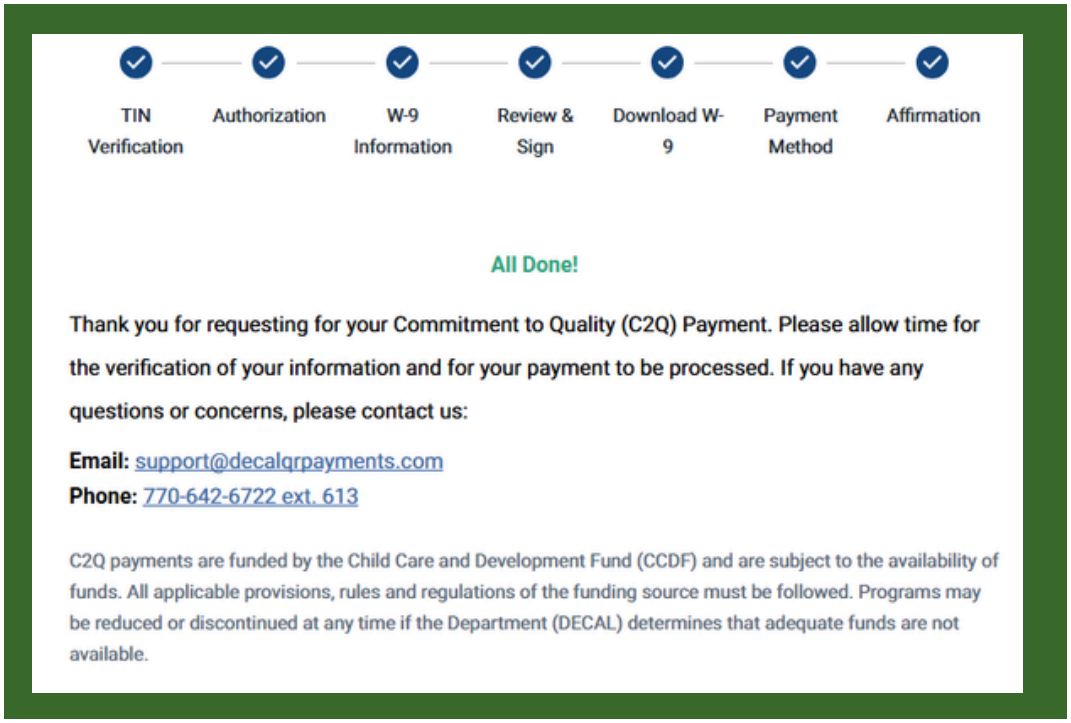
a. Manually sign your name in the signature box.
b. Type in your full legal name, position/title, and email address.
c. Check the box to the left of the statement.
d. Click “I Agree and Sign.”

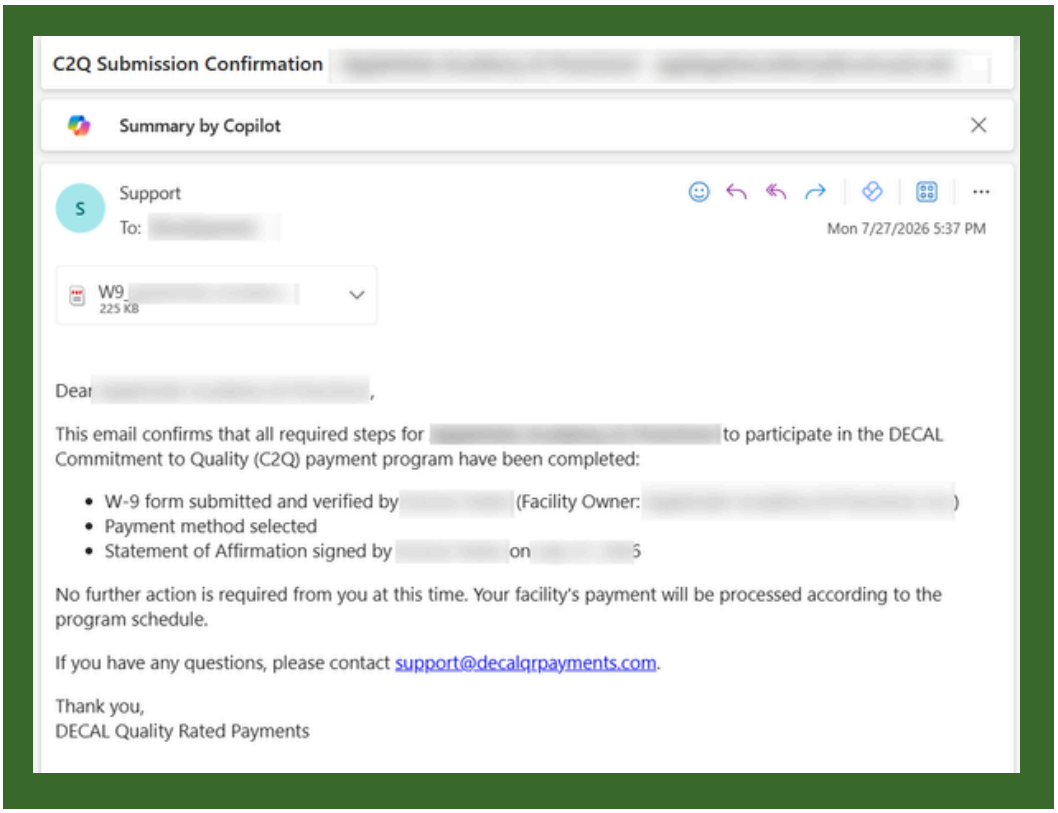


Please note: After “I Agree and Sign” there will be a short wait time before the completion page loads. Please wait while the database saves your submission.

11a Once your information is successfully submitted, you will be brought to a landing page and you will see the green message “All Done!” You may now close out of your browser.



11b Your facility will also receive a Submission Confirmation email, detailing who submitted and signed the W-9 and Affirmation Statement.



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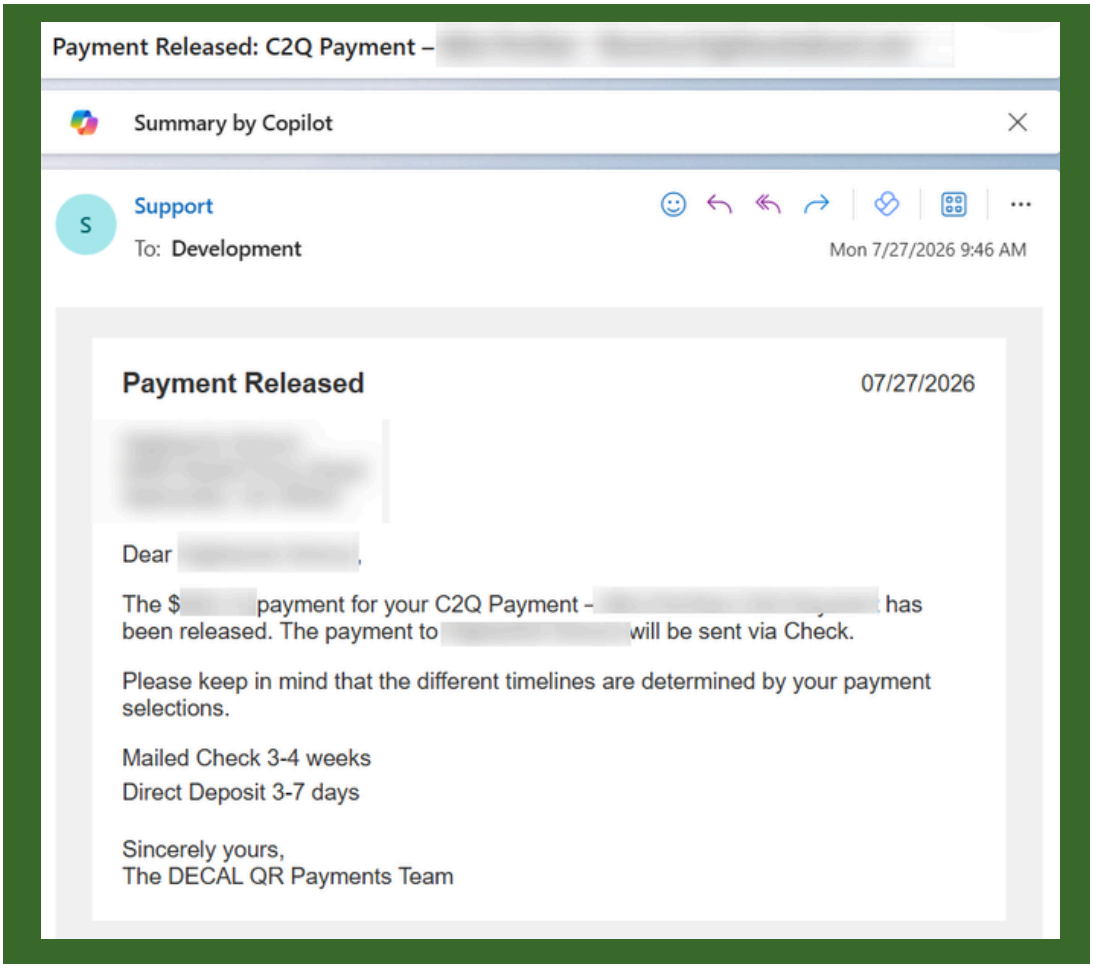
C2Q payments will be issued in batches over two months. Payment timing will depend on the completion of your submission, processing schedules, receipt of funds from DECAL, and your selected payment method.

Once payment is made, your facility will receive a Payment Released email.



Any questions, email support@decalqrpayments.com.