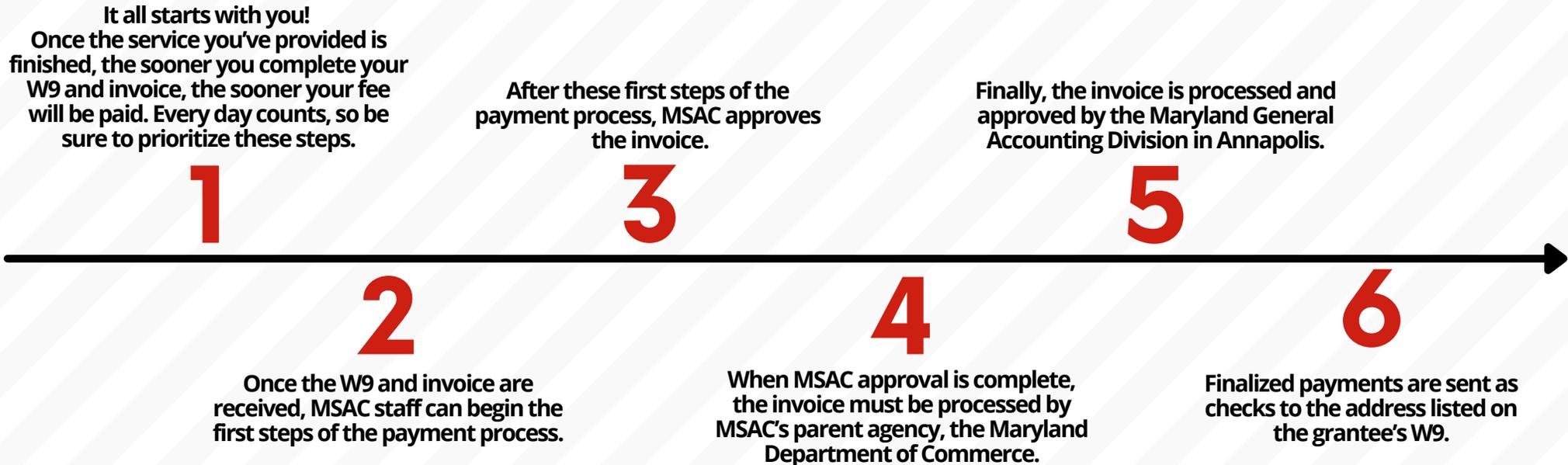


WHY DOES MY MSAC INVOICE TAKE SIX TO EIGHT WEEKS TO PROCESS?



FAQs

What is a W9?

A W9 is a legal document used to report taxable income. W9s are required by MSAC because its payments for service are taxable.

What is an invoice?

An invoice is a document describing the activities the vendor has performed for MSAC. Invoices can be for everyday services like serving on a grant panel or larger, less frequent services, like facilitating MSAC's strategic planning process.

What if my situation involves multiple addresses?

To speed payment, be sure the address on your invoice matches the address listed on your W9. If they're different, your payment will be delayed.

I got a check from the "State of Maryland," but it doesn't reference the Maryland State Arts Council. Is this my payment?

All MSAC payments are issued as checks from the "State of Maryland," with no direct reference to MSAC. Check your invoice to make sure the charged amount matches the amount of the check. If so, it is most likely your payment. If you're still not certain, email msac.commerce@maryland.gov for confirmation.

What is a tax intercept?

Tax intercepts occur when state or federal taxation authorities determine that a vendor has an outstanding tax balance and choose to pull owed funds from a payment for service. Unfortunately, MSAC has no way of knowing about tax intercepts before the payment for service reaches the General Accounting Division in Annapolis.

I'm confused by all this paperwork. Help!

MSAC staff are always glad to help you with the payment process. For assistance, start with Grant Management Associate Tammy Oppel at tammy.oppel@maryland.gov. She will provide direct assistance or connect you with the right staff member.

Why is my payment taking so long to arrive?

Because MSAC is publicly funded, there are many checks and balances on how funds are disbursed. The process above ensures that each MSAC payment is reviewed by multiple agencies, in order to reduce the chances of error.