Intermediary Qualified Withdrawal Checklist – VH Home Grant

Saver Name:

Initial	Task
	VIDA Qualified Withdrawal Form: • Help the saver complete the entirety of the Qualified Withdrawal Request Form. All of the information on the form is necessary and incomplete forms cause delays in processing and can lead to delays in the saver's transaction. • You can find a copy of the form on DHCD's website under the VIDA page or at www.dhcd.virginia.gov/VIDA
	W-9 (taxpayer identification form) signed by the **vendor (usually the closing attorney)**: • DHCD will need a Commonwealth of Virginia W9 Form completed and signed by the vendor before a payment is processed. You may need to assist the saver in obtaining this from the vendor. • You can find a copy of the form on DHCD's website under the VIDA page or at www.dhcd.virginia.gov/VIDA
	Supporting purchase documentation i.e. Closing Disclosure, Sales Contract, etc.: • Ensure the saver has included supporting documentation. o For home closings: a preliminary Closing Disclosure (CD). If the CD is not available then submit a Loan Estimate along with the Sales Contract (must be signed by both parties, seller and buyer).
	Wiring Instructions from the Attorney: • To expedite the payment, DHCD will wire the funds to the attorney's office. You must submit a copy of the wiring instructions.
	Signatures on the Withdrawal Form: • Be sure the form has your signature and the saver's signature. o The saver's signature on the Qualified Withdrawal Request Form is acceptable proof to the bank of the saver's consent to withdraw funds from their custodial account to pay the vendor for the asset.
	Email the completed form to DHCD: • Make sure you get a confirmation from Sabrina or Anne Wheeler (back-up contact) that either has received the form. o Sabrina.blackett@dhcd.virginia.gov o Anne.wheeler@dhcd.virginia.gov
	Zero balance invoice after the purchase: • No later than 30 days after the transaction, the intermediary MUST provide DHCD with proof of purchase from the saver.