



Withdrawal Procedures for BUSINESS

Eligibility

1. Participant must have completed and received a certificate of completion for the financial education course.
2. Participant must have completed a minimum of 8 hours of business training and submitted documentation of the training to the IDA Program office.
3. Participant must have submitted a completed business plan to the IDA Program office.
4. Participant must have been an IDA Program Participant for a minimum of six months.
5. Participant must be in good standing with the Foundation Communities' property on which he or she resides.

Procedure

1. Notify the IDA staff of your intent to withdraw by calling 512-610-4022
2. Complete "Qualified IDA Withdrawal Request Form" for each check to be issued.
3. Submit a vendor bill for each check requested. Please note: All purchases must be described in the business plan. If an item is requested that is not in the business plan, it will not be approved (unless an amended business plan is submitted).
4. Return items in #2 and #3 to our office personally, by mail or fax.
5. IDA staff will process your request and prepare checks to the vendors. Allow 2-3 working days for processing.

Questions? Don't hesitate to call or email!

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