

Instructions for Submitting a Request for Funding from MPTF

There are 3 forms for this process.

- 1) Request for funding (RFPF form). Please send in **2** copies. One is for our office and the other will be sent back to you. Requests should be sent to us by the Local.
- 2) W-9 form to be filled out by the sponsor and/or the person responsible of being the employer of record. Company and/or person must have a Federal Tax I.D. number. One who will be paying the musicians for their performance. MPTF **no longer** process payrolls to the musicians.
- 3) Page # 2. You will submit **one** page # 2 per performance. This form is to be sent to MPTF filled out **after** the performance has taken place. At this point, a check will be generated to the sponsor (whomever is the employer of record).

MPTF Process

Please note there are only two of us processing these requests. Any missing information will only delay the process of your request.

- 1) We receive your request. We review it and make sure it fits our guidelines ex: duplicate copies, amount of performance, type of music, fin #/w-9 enclosed, date of performance and location is filled out, etc. etc.
- 2) If all is correct we stamp the request with an approval # and it's ready for processing.
- 3) We process your request and generate an approval letter. We wait for the next day to mail out your copies (our system updates overnight). At this time you will receive your copy of the request with an approval number and an approval letter. If you have this then your performance was approved. No project number or approval letter, by this office your request was **not approved**. If your request is denied you will receive a letter along with your request and reason for it being denied.
- 4) Once the performance has taken place and your request was approved, send us **ONE** page #2 per performance. You should already have the project number to indicate on page # 2. We then process page #2 for payment. Checks will be sent to information submitted on the w-9 form.

We will not be accepting faxed or emailed copies. Unless of course, there are pressing matters and we are aware that it will be faxed or emailed. Please let your sponsor know they will be receiving a check from MPTF for their performance. We get calls from sponsors not knowing why we sent them a check.