



REQUEST FOR REMOVAL FROM THE ALTERNATIVE METHOD OF PAYMENT

To be considered for a return to the regular method of payment, you should provide the Office of Inspector General (OIG) with a copy of the following:

1. Most recent audited financial statements.
2. Most recent unaudited financial statements.
3. Organizational Budget.
4. Organizational Chart.
5. Most recent Board of Directors' meeting minutes.
6. Most recent request for reimbursement.
7. Detailed expenditure listing from the financial system to support total outlays reported on the most recent request for reimbursement.
8. Any supplemental ledgers to support the total outlays reported.

After the OIG reviews the financial information, you may be asked to provide additional documentation. After completion of the OIG's review, the NEA Audit Followup Official will make a determination as to whether the organization will return to the regular method of payment.

You may submit the above information to the OIG using any of the following methods:

E-mail: oig@arts.gov

Fax: 202-682-5649

Mail: National Endowment for the Arts
Office of Inspector General
400 7th Street, SW
Washington, D.C. 20506

If you have any further questions, you can call the OIG at 202-682-5402.