ORGANIZATION’S LETTERHEAD

[*Date*]

Maryland Department of General Services

Capital Grants and Loans Program

301 West Preston Street

Baltimore, Maryland 21201

**PAYGO PAYMENT REQUEST LETTER**

.

**Re:** [*PAYGO Grant # and Project Name/Description*]

**County:** [ *County*]

**Supplemental Budget #:** [*PAYGO Supplemental Budget Number*]

**Bill Type and #:** [*PAYGO Bill Type*] [*PAYGO Bill Numbe*r]

Maryland Department of General Services:

The State of Maryland approved a commitment of PAYGO funds for the above-referenced project. We are submitting a request for payment in the amount of [*Amount Requested*] payable to our organization, as shown below.

**PAYGO Grantee Organization Details:**

|  |  |
| --- | --- |
| **Legal Name of Grantee Organization (Payee):** |  |
| **Legal Address of Grantee Organization:** | *Address*  *Address Line 2 (optional)*  *City, State, Zip Code* |
| **Employer Identification Number (EIN):** | *XX-XXXXXXX* |

Under penalty of perjury, we certify that the work and services for which payment is requested above that has been or will be performed in accordance with the intended use as provided under the consent of the State Senate and House of Delegates of the State of Maryland for the above-referenced legislation.

**Name:** [*Type Name*]

**Title/Position:** [*Type Title*]

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** [*Type Date*]