Instructions for Completing the Stipend Paperwork

In order to receive your stipend for working with one of our student teachers or interns this semester, you must complete the two attached forms and return them to the Teacher Licensure Office. The stipend request and W9 must be completed in full (signature required on both forms and SSN required on the W9) and returned as noted below. If you are not a US citizen, please submit the W8BEN in lieu of the W9. Due to privacy regulations these forms should not be sent via e-mail or fax. Please mail to the following address:

Teacher Licensure Office
Liberty University
Box 710098, 1971 University Blvd.
Lynchburg, VA 24515

As soon as the stipend forms are received, an e-mail confirmation will be sent to the e-mail on the stipend form. At the end of the semester, a requisition will be submitted to Accounts Payable. The stipends will be mailed from Accounts Payable to the resident address written on the W9 form. Please make sure you have answered all questions and have signed both forms.

If you do not wish (or are not permitted) to receive the stipend for your mentoring services, please make a note on the completed stipend information form and mail it without the other documents. A signed W9 or W8BEN is required in order to receive a stipend from Liberty University.

Nancy L. Hesse
Licensure Manager
School of Education
teacher@liberty.edu
(434) 582-2632
**School Mentor Information and Stipend Request**  
*(School mentor = cooperating teacher or internship mentor)*

<table>
<thead>
<tr>
<th>School Mentor:</th>
<th>Semester: Fall _____ Spring _____ Summer_____</th>
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<tbody>
<tr>
<td>E-Mail:</td>
<td>School:</td>
</tr>
<tr>
<td>Mentor’s Mailing Address:</td>
<td>Student Teacher or Intern’s Name:</td>
</tr>
</tbody>
</table>

Please initial below confirming you have completed the following mentor requirements:

- I have viewed the mentor training video provided by the LU School of Education at: [https://sites.google.com/site/lueducationhelp/home/](https://sites.google.com/site/lueducationhelp/home/)
- I have/will complete the demographic information and the other required assessments in the FEM (Field Experience Management) on Live Text.
- If I am outside of the state of Virginia, I have attached a copy of my current license or certification with this stipend form.

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<td>Yes</td>
<td>No</td>
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I am also an employee of Liberty University during this current reporting year.

Each mentor receives a stipend of $200 for a 15 week student teacher/internship placement or a $100 stipend for a 7 ½ week student teacher/internship placement. Please indicate if you are mentoring this candidate for a 15 week or 7 ½ week placement.

<table>
<thead>
<tr>
<th>Stipend:</th>
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<tbody>
<tr>
<td>$200.00</td>
<td>$100.00</td>
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The stipend is paid at the end of the semester upon receipt of all paperwork (this signed contract and the W9 or W8BEN form). Your SSN is required on the W9 and your signature must be on both documents in order for the stipend to be released from Accounts Payable. At the end of the semester, the stipend check will be mailed to the address that is noted on the W9 or W8BEN form.

The following information is requested for compliance with licensure standards and is used for data recording only:

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Ethnicity:</th>
<th>US Citizen: (if No, then the W8BEN form must be submitted in lieu of the W9.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endorsement area(s) (must match student teacher or intern):</td>
<td>Grades/Subjects currently employed:</td>
<td></td>
</tr>
<tr>
<td>Degree(s):</td>
<td>Institution for each degree:</td>
<td></td>
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<tr>
<td>Years of teaching and/or school personnel experience (3 years minimum):</td>
<td>Number of student teachers or interns previously mentored:</td>
<td></td>
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<tr>
<td>Other professional experience (professional memberships, conferences attended, presentations, publications):</td>
<td></td>
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</table>

**Required signature of School Mentor:**

Please mail the required forms to:  
Teacher Licensure Office, Liberty University  
Box 710098, 1971 University Blvd., Lynchburg, VA 24515

Revised April 2015
**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,