

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 W9) and returned as noted below. Due to privacy regulations these forms should not be sent via e-mail, only faxed or mailed per the following instructions:

*Please return the stipend request form and the W9 by FAX to:
434-582-2415 or 800-628-7982*

*If you prefer, you may mail the forms to:
Teacher Licensure Office
Liberty University
1971 University Blvd.
Lynchburg, VA 24502*

As soon as the stipend forms are collected from all the mentors, a stipend requisition will be submitted to Accounts Payable. The stipends will be mailed from Accounts Payable to your resident address written on the W9 form at the end of the semester. Please make sure you have answered all questions and have signed both forms.

If you do not wish to receive the stipend for your services, please make a note of your request on the stipend form along with your mailing address. Accounts Payable will mail a donation letter at the end of the semester to any mentor who does not submit the W9 information.

Nancy L. Hesse

Teacher Licensure Coordinator
School of Education
nlhesse@liberty.edu
(434) 582-2632

School Mentor Information and Stipend Request
 (School mentor = cooperating teacher, school mentor, or internship mentor)

School Mentor:		Semester: Fall ____ Spring ____ Summer ____ Year: _____	
E-Mail:		School:	
Mentor's Mailing Address:		Student Teacher or Intern's Name:	
Check if applicable	I have viewed the mentor training video provided by the LU School of Education at: https://sites.google.com/site/lueducationhelp/home/		
	I am also an employee of Liberty University during this current reporting year.		
	If I am outside of the state of Virginia, I have attached a copy of my current license or certification with this stipend form.		
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.			
	Stipend: \$200.00 for 15 week placement		\$100.00 for 7 ½ week placement
The stipend is paid at the end of the semester upon receipt of all paperwork (two assessments, one reference letter, this signed contract, and the W9 form). Your SSN is required on the W9 and your signature must be on this form and the W9 in order for the stipend to be released. The stipend check will be mailed to the address that is on the W9 at the end of the semester.			
The following information is requested for compliance with licensure standards and is used for data recording only:			
Gender:	Ethnicity:	US Citizen: (if No, then the W8BEN form must be submitted in lieu of the W9.	
Endorsement area(s) (must match student teacher or intern):		Grades/Subjects currently employed:	
Degree(s):		Institution for each degree:	
Years of teaching and/or school personnel experience (3 years minimum):		Number of student teachers or interns previously mentored:	
Other professional experience (professional memberships, conferences attended, presentations, publications):			

Required signature of School Mentor: _____

**Please return this form and the W9 by FAX to: 800-628-7982 or by MAIL to:
 Teacher Licensure Office, Liberty University, 1971 University Blvd. Lynchburg, VA 24502**

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II 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.

Sign Here	Signature of U.S. person ▶	Date ▶
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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, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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,