West Hartford Public Schools Tuition Reimbursement Request Form

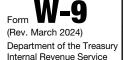
Tuition reimbursement is based upon <u>pre-approval</u> of all course work. All requests must be submitted <u>prior</u> to the start date of your course. The amount of reimbursement will depend upon the cost of your course, and how many requests there are for reimbursement up to a maximum of \$1,500 for WHEA, and \$1,000 for WHAA. Please complete this form and submit it for approval to the Human Resources Office **prior** to the start of your course. This form can be emailed to: Linda_Marsh@whps.org.

Name:	Date: _	/								
School: Position:										
Course Information:										
College/University Name:										
ourse Title: Course No.:										
Start Date:/ End Date:/ Graduate	Credits: _									
Course Description (attach description):			<u>.</u>							
Course Tuition Amount: \$ (attach receipt and/or proof of payment)										
		/	/							
Employee Signature	С	Date								
For Human Resources Only:										
Pre-Approval: ☐ Approved ☐ Denied - If Denied, Reason:										
		/	,							
Executive Director of Human Resources		/ Date								
Amount Reimbursed: \$										

7/7/2022

^{*}Please note that if you do not have a W-9 on file with the Business office, you must complete one to be reimbursed. A W-9 form is attached for your convenience.

^{*} Per the provisions of Section 2.12 of the WHEA and Section 14.1 of the WHAA Board of Education bargaining agreements.



Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Befo	re y	bu begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.												
	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)													
Print or type. See Specific Instructions on page 3.	2	Business name/disregarded entity name, if different from above.												
		Check the appropriate box for federal tax classification of the entity/individual whose name is entered on lin only one of the following seven boxes. Individual/sole proprietor	p Trust/estate or P) for the tax d check the appropriate					4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) (Applies to accounts maintained outside the United States.)						
	5	Address (number, street, and apt. or suite no.). See instructions.	ester's	nam	name and address (optional)									
	6	City, state, and ZIP code												
	7	List account number(s) here (optional)												
Pa	rt I	Taxpayer Identification Number (TIN)												
Enter	vou	r TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid	So	cial	security	nuı	mbe	r						
back resid entiti	up went a	ithholding. For individuals, this is generally your social security number (SSN). However, for a lien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>	or											
T/IN, later.				nploy	er iden	er identification number								
		ne account is in more than one name, see the instructions for line 1. See also What Name and To Give the Requester for guidelines on whose number to enter.												
Pai	t II	Certification									-	1		
Unde	r pe	nalties of perjury, I certify that:												
2. I a Se no	m no rvice long	mber shown on this form is my correct taxpayer identification number (or I am waiting for a num of subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have (IRS) that I am subject to backup withholding as a result of a failure to report all interest or diviser subject to backup withholding; and U.S. citizen or other U.S. person (defined below); and	not b	een	notifie	d b	y th	e Inter						
		TCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is c	orrect											
Carti	ficat	ion instructions. You must cross out item 2 shove if you have been notified by the IRS that you are	CURRA	ntly	euhiec	· to	hac	kun w	ithk	aoldir	na			

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 for Part II, later.

General Instructions

Signature of

U.S. person

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Sign

Here

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Date