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:									
urse 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.

(Rev. October 2018) Department of the Treasury

Request for Taxpayer Identification Number and Certification

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

Internal	Revenue Service	■ Go to www	v.irs.gov/Fo	mW9 for instr	uctions and t	the lates	t inforn	nati	on.						
	1 Name (as shown on	n your income tax return), Na	ame is require	d on this line; do r	not leave this lin	ne blank.									
	2 Business name/disregarded entity name, If different from above														
Print or type, Specific Instructions on page 3.							hip) ▶ ner. Do ovner of the	certain entities, not individuals; s instructions on page 3): Exempt payee code (if any) er. Do not check river of the LLC is emmber LLC that						als; se	
Spe	Other (see instructions) ► 5 Address (number, street, and apt. or suite no.) See instructions. Requester's name a									(Applies to eccounts meinteined outside the U.S.) and address (optional)					
See	6 City, state, and ZIP code														
	7 List account numbe	r(s) here (optional)						-							_
Par	ti Taxpaye	r Identification Nu	mber (Til	<u>(V</u>											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social se				ial sec	curity number										
backup withholding. For individuals, this is generally your social security num resident alien, sole proprietor, or disregarded entity, see the instructions for Fentities, it is your employer identification number (EIN). If you do not have a n TIN, later. Note: If the account is in more than one name, see the instructions for line 1. Number To Give the Requester for guidelines on whose number to enter.		structions for Pa	Part I, later. For other number, see How to get a or] -] -[
								er identification number							
Par	Certifica	ition								<u> </u>		1 1			
	penalties of perjury,	I certify that:													
2, I an Ser	n not subject to back vice (IRS) that I am s	his form is my correct ta tup withholding because; tubject to backup withhol kup withholding; and	; (a) I am ex	empt from back	up withholdin	a, or (b)	I have n	ot b	een no	tified	d by the	Interd	nal Rev d me ti	enue nat I a	am
3. I an	n a U.S. citizen or oth	her U.S. person (defined	below); and	Ī											
		ered on this form (if any) i													
you ha acquis other t	ave failed to report all sition or abandonment than interest and divid	You must cross out item 2 interest and dividends on I of secured property, can lends, you are not required	your tax retu cellation of c	ırn. For real esta lebt. contribution	te transactions is to an individ	s, item 2 d	does no ment ar	t ap	ply. For	mori	tgage in	terest	paid,	ente	use
Sign Here					Date ►										
General Instructions			Form 1099-DIV (dividends, including those from stocks or mutual funds)												
Section references are to the Internal Revenue Code unless otherwise noted.			herwise	 Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) 											
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. Purpose of Form		Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)													
		 Form 1099-S (proceeds from real estate transactions) 													
•		Form 1099-K (merchant card and third party network transactions)													
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information		yer	Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tution)												
		Form 1099-C (canceled debt) Form 1099-A (acquisition or abandonment of secured property)													
		u, or other	Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.												
returns include, but are not limited to, the following. • Form 1099-INT (interest earned or paid)			If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.												