

1. PERSONAL INFORMATION

Please Print

Date: _____

Name: _____ Social Security #: _____

Address: _____ County: _____

City, State, Zip: _____

Phone Numbers: Home () _____ Cell () _____ Work () _____

Email: _____

Date of Birth: _____ Gender: _____

Ethnicity

Are you of Hispanic, Latino or Spanish origin?

- No
- Yes, Mexican, Mexican American
- Yes, Puerto Rican
- Yes, Cuban
- Other Hispanic, Latino or Spanish

Do you consider yourself....?

- White
- Black, African Am
- American Indian or Alaska Native
- Asian Indian
- Japanese
- Native Hawaiian
- Chinese
- Korean
- Guamanian or Chamorro
- Filipino
- Vietnamese
- Samoan
- Other Asian:
- Other Pacific Islanders:
- Multi
- Hispanic/Latino/Spanish
- Other Race

Please check the box indicating what language(s) you speak fluently (please check all that apply)

- Arabic
- Armenian
- Chinese
- Creole
- English
- French
- Greek
- Hindi
- Japanese
- Korean
- Lao
- Persian
- Polish
- Portuguese
- Russian
- Spanish
- Swahili
- Tagalog
- Thai
- Tribal: _____
- Urdu
- Vietnamese
- Yiddish
- Other: _____

What is your preferred language for learning? _____

Family Information

- Select one: Single, no children Married, no children
- Single parent/grandparent Married parent/grandparent

Family Size _____

2. EMPLOYMENT INFORMATION

Name of Center, LFCC or FCC: _____

Address: _____ County: _____

City, State, Zip: _____

Administrator/Owner: _____

TEACH Contact Person and Title, if different from above: _____

Phone Numbers: () _____ Fax () _____ Alt () _____

Email: _____ Website: _____

OCCL License #: _____ Expiration Date: _____

Program's Licensed Capacity: _____ Current program enrollment: _____

Tax ID # _____ Beginning date of employment at current facility: _____

Does the program serve families eligible for Purchase of Care (POC)? No ___ Yes ___ What % _____

Does the program serve Military families? No ___ Yes ___ Active Duty ___ Guard ___ Reserve ___

Does the program participate in Delaware Stars? No ___ Yes ___ Current Star Level _____

Please check all forms of funding your facility receives

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Head Start | <input type="checkbox"/> State PreK | <input type="checkbox"/> State Subsidies: POC |
| <input type="checkbox"/> Early Head Start | <input type="checkbox"/> Title I | <input type="checkbox"/> State Head Start |
| <input type="checkbox"/> IDEA | <input type="checkbox"/> N/A | |

Center Auspice: Profit Nonprofit Head Start

Is the Center Nationally or Regionally Accredited: Yes, by _____ No

For Multi-Site Programs: Is this child care program owned or managed by another organization? If yes, give the parent company name/address _____

How long have you worked in the field of early childhood?

- Less than 2 years 2-5 years 6-10 years 10+ years

What is your current job title?

- | | | |
|--|--|--|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Administrator | <input type="checkbox"/> Non-teaching Professional Staff |
| <input type="checkbox"/> Assistant Teacher | <input type="checkbox"/> Family Based Professional | <input type="checkbox"/> Non-teaching Support Staff |

Do you have a Delaware Institute for Excellence in Early Childhood (DIEEC) profile?

YES _____ No _____ Current Career lattice step _____ Unsure _____

What age groups do you teach? (please check all that apply)

- Infants (0-12 months)
- Toddler (13-36 months)
- Preschool (37 months-PreK)
- School-age

How many children are in your classroom or child care home? _____

3. EDUCATION INFORMATION

Please check the box that best describes your educational history

- No high school diploma
- High school diploma/GED
- High school diploma/GED + credits
- 1-year certificate
- Associate Degree: Major: _____
- Bachelor Degree: Major: _____
- Masters Degree: Major: _____
- Doctorate

Have you taken any college courses in the past two years? Yes No
Have you taken any ECE credits in the past two years? Yes No If yes, how many _____

Are you currently enrolled at a community college? Yes No
If yes, which college: _____ Student ID: _____

When would you like your scholarship to begin? Fall Spring Summer Year _____

Which Delaware Technical & Community College campus would you like to attend?
 Wilmington (George) Dover (Terry) Georgetown (Owens)

Please check the box that best describes your educational goals

- Earn an Early Childhood Credential (CDA or State of Delaware specific)
- Earn an Early Childhood Associate Degree
- Earn an Early Childhood Associate Degree and transfer to a four-year college/university to early a Bachelor's Degree

Are you CPR/First Aid Certified? Yes No

Please check the box indicating what credentials and specializations you currently hold

- CDA: Infant/Toddler
- CDA: Preschool
- CDA: Family Child Care Home
- CDA: Home Visitor
- Specialization: Bi-lingual (language: _____)
- DIEEC/Stars Issued Credential (Infant/Toddler, Early Childhood, Inclusion, Administrator, Curriculum/Assessment, Family Child Care, School Age)
- Post BA (state teaching license)
- Not applicable

Have either of your parents or any of your brothers or sisters attended college? Yes No

Have either of your parents or any of your brothers or sisters have a college degree? Yes No

4. OTHER INFORMATION

How did you hear about the T.E.A.C.H. Early Childhood® Project?

- Presentation
- Mailing
- CCR&R Agency
- College
- My Center Director
- T.E.A.C.H. Recipient
- Workshop
- Website
- Other (please specify): _____

Computer/Technology Access: Please check all that you have access to either at home or at work

- Desktop Wi-Fi Internet Tablet
 Laptop Dial Up Internet Email Other(please specify):_____

Computer/Technology Access: Please rate your comfort level or skill level with the following

(1: poor/none 3:ok/some 5:great/strong)

- ___ Email ___ Word Processing Skills ___ Power Point
___ Web Navigation Skills ___ Spreadsheets Skills ___ Database Skills
___ Digital Cameras ___ Scanner Knowledge ___ File Management & Window
___ Computer-Related Storage Devices Explorer Skills
(Knowledge: disks, CDs, USB drives, zip disks, DVDs, etc.) ___ Other(please specify):_____

Please check here if you would like assistance with any computer/technology access or skills

5. STATEMENT OF INCOME

Employer #1 _____ Hours/week _____ Months/year _____ \$ _____ per _____

Employer #2 _____ Hours/week _____ Months/year _____ \$ _____ per _____

Have you applied for any other financial aid? Yes No

If yes, what financial aid source(s) have you applied for?

- PELL Grant Smart Start Grant Scholarships Student Loans

Financial Aid #1 _____ Date of application _____

Application status Awarded Denied Pending

Financial Aid #2 _____ Date of application _____

Application status Awarded Denied Pending

YOUR TOTAL INCOME _____ YOUR TOTAL FAMILY INCOME (your spouse included) \$ _____

Please attach a copy of your most recent pay stub (or FCC Income worksheet) here

6. Short Answer

What are your professional goals in early childhood education? Describe how an Associate Degree will help you achieve these goals. Be sure to include your long-term career goals.

We may not be able to fund all applicants. Why should T.E.A.C.H. Early Childhood® Delaware fund you over other applicants?

7. PHOTO/VIDEO RELEASE

To help promote awareness of the importance of high quality child care, we often use quotes, photographs and /or video footage of children and adults. By signing this form you are giving T.E.A.C.H Early Childhood ® Delaware and Delaware Association for the Education of Young Children (deaeyc) permission to use your quotes, photographs of you and/or your child(ren) in our publications such as newsletters and brochures, to send quotes, photographs, and/or video footage of you to new agencies such as newspapers, magazines, radio and television, and to publish such quotes, photographs, and/or video footage on the internet. While we may not use every quote, photograph, or video clip, your signature below will allow us to use your photograph or video image if the need arises.

I, _____ (please print name), grant permission to T.E.A.C.H Early Childhood® Delaware and its agents, employees, designees, and successors of assigns, the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release T.E.A.C.H Early Childhood® Delaware and its legal representatives for all claims and liability relating to said images or video. Furthermore, I grant permission to use my statements that were given during an interview, survey or feedback with or without my name, for the purpose of advertising and publicity without restriction, I waive my right to any compensation. I further grant permission for the copyright of such quotes, photographs, and videos and consent that they may be reproduced with partially or in conjunction with other quotes, photographs, or videos and reproductions, and made through any media, including electronic media. I have read the above statements and I am familiar with and agree to the contents.

I acknowledge that I am over the age of 18

I do not authorize use (circle all that apply) quotes / photographs / videos

Signature: _____

Date: _____

8. RECIPIENT PERSONAL RESPONSIBILITIES AGREEMENT

This is an agreement between T.E.A.C.H. Early Childhood® Delaware and the scholarship applicant (applicant name)_____. ***Please read carefully and then sign this agreement, initialing next to each line item.*** As a part of your application, this agreement **must** be signed and submitted along with any other required documents before your application can be considered complete.

As a T.E.A.C.H. Early Childhood® Scholarship Recipient, I will:

_____ attend class, study, work hard, and be a responsible student. This is a great opportunity that should
(initial) be taken seriously.

_____ regularly communicate with the T.E.A.C.H. Coordinator or Counselor. They are available to help
(initial) guide me through the process of attending college as well as balancing my college, work, and family responsibilities. They are just a phone call or email away and can answer many questions.

_____ submit reimbursement forms in a timely manner. Semester schedules/bills must be submit in time
(initial) for T.E.A.C.H. to forward to the appropriate school. Form B's must be submit for reimbursement of tuition, books, and travel claims. If my scholarship model includes paid release time, I will sign the Form C's, be sure my director (if applicable) signs the Form C and helps get it submit for reimbursement for release time.

_____ contact T.E.A.C.H. immediately regarding any changes to my employment or college status, or if I am
(initial) having difficulty in meeting my course/college requirements or scholarship contract.

_____ submit my grades within 30 days of the close of the semester. Keeping my scholarship record up-to-
(initial) date is critical to ensuring that I can continue my education without unnecessary delays.

_____ pay my bills from T.E.A.C.H. and/or my college by the due date. It is my responsibility to ensure that
(initial) I am meeting all of my obligations.

Congratulations on taking the next step toward a greater education! You should be very proud of yourself for investing in your own future and increasing your education. This scholarship represents an amazing opportunity – a debt free college education! This benefit to you comes with various responsibilities.

Signature of Applicant

Date

9. SCHOLARSHIP AGREEMENT

As the Center, FCC or LFCC Owner, I understand that I am responsible and agree to participate in one of the following ways: (Please check one)

_____ **Model One (AA1): Scholarship Recipient is employed as the Administrator/Director and employee of the Center.**

1. Pay deaeyc - *T.E.A.C.H.*, upon receipt of an invoice, up to 7.5% of the cost of tuition/covered fees for the Scholarship Recipient/Employee; and
2. At the end of the contract term, upon successful completion of a minimum of nine (9) credits, award a **\$200 bonus** to the Scholarship Recipient/Employee in addition to any other bonus or raise awarded.

_____ **Model Two (AA2): Scholarship Recipient is employed as the Administrator/Director and employee of the Center**

1. Pay deaeyc - *T.E.A.C.H.*, upon receipt of an invoice, up to 7.5% of the cost of tuition/covered fees for the Scholarship Recipient/Employee and
2. At the end of the contract term, upon successful completion of a minimum of nine (9) credits, award a **2% raise** to the Scholarship Recipient/Employee in addition to any other raise or bonus awarded.

_____ **Model Three (AA3): Scholarship Recipient is the Center Owner**

1. Pay deaeyc - *T.E.A.C.H.*, upon receipt of an invoice, up to 15% of the cost of tuition/covered fees; and
2. Continue operation of my state-licensed Center for one additional year after the completion of each contract.

_____ **Model Four (AA4): Scholarship Recipient is the employee of the Center or LFCC**

1. Pay deaeyc - *T.E.A.C.H.*, upon receipt of an invoice, up to 7.5% of the cost of tuition/covered fees for the Scholarship Recipient/Employee;
2. Provide three (3) hours per week of paid release time, maximum of 48 hours per semester, when college/university is in session and the Scholarship Recipient/Employee works 30 or more hours per week; and
3. At the end of the contract term, upon successful completion of a minimum of nine (9) credits, award a **\$200 bonus** to the Scholarship Recipient/Employee in addition to any other bonus or raise awarded.

_____ **Model Five (AA5): Scholarship Recipient is the employee of the Center or LFCC**

1. Pay deaeyc - *T.E.A.C.H.*, upon receipt of an invoice, up to 7.5% of the cost of tuition/covered fees for the Scholarship Recipient/Employee;
2. Provide three (3) hours per week of paid release time, maximum of 48 hours per semester, when college/university is in session and the Scholarship Recipient/Employee works 30 or more hours per week; and
3. At the end of the contract term, upon successful completion of a minimum of nine (9) credits, award a **2% raise** to the Scholarship Recipient/Employee in addition to any other bonus or raise awarded.

_____ **Model Six (AAFC): Scholarship Recipient is in the position of Large Family Child Care Provider or Family Child Care Provider**

1. Pay deaeyc - *T.E.A.C.H.*, upon receipt of an invoice, up to 15% of the cost of tuition/covered fees; and
2. Continue operation of my state-licensed Center for one additional year after the completion of each contract

Signature of Center, FCC or LFCC Owner

DATE

Signature of Authorized *T.E.A.C.H.* Representative

DATE

10. PERMISSIONS

I, _____ (applicant's name), agree that T.E.A.C.H. Early Childhood® Delaware will use Constant Contact to send monthly newsletters and period reminders.

T.E.A.C.H. Early Childhood® Delaware may/may not (circle one) contact me via text messaging at _____ (mobile number).

Signature of Applicant

Date

11. STATEMENT AND SIGNATURE OF APPLICANT

I, _____ (applicant's name), attest that the information provided on this application and the supporting documentation is true to the best of my knowledge. I understand that falsifying application information or documentation or the failure to comply with documentation requirements may result in the inability to be a participant on this program. If my participation is terminated due to my failure to comply with documentation requirements, I understand that my employer may be notified along with the program funder. If for any reason the scholarship money is issued incorrectly as a result of false information provided by me, I acknowledge that I will be required to reimburse the T.E.A.C.H. Early Childhood® Project for the monetary support that was received in error.

Signature of Applicant

Date

Applications **will not be processed** without the following information, please be sure to include:

- W9
- Paystub
- Current license from Office of Child Care Licensing for center/program

Return This Application with all required documentation to:

T.E.A.C.H. Early Childhood® Delaware
262 Chapman Rd, Ste. 104
Newark, DE 19702
Or Fax 302-475-5300

If you have any questions, please call 302-764-1501. Incomplete applications will not be processed.

For office use only:

Date received:	Entered:	Reviewed:
W9	Paystub	OCCL
Approved/Declined:		

Follow us on



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/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see Instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	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 the "Name" line 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 <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> </table>	Social security number																				Employer identification number																			
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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), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
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 3.	

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.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

T.E.A.C.H. Early Childhood® Delaware

Direct Deposit Payment Setup Form

To set up Payment:

1. Fill out this form
2. Print and sign it
3. Email or Fax it to T.E.A.C.H.
esmith@deaeyc.org
(302) 475-5300

HOW: Your T.E.A.C.H. reimbursement or bonus will be made by Direct Deposit.

WHERE: Account Information for Direct Deposit

Account Type: Checking or Savings or Loan (circle one)
Bank Name: _____
Account Number: _____
Routing Number: _____

One of the following is required to process this direct deposit:

Check here if you are a WAGE\$ recipient and have already submitted this documentation, we will verify with WAGE\$ and you do not need to resubmit these documents

- Voided check with name imprinted (no starter checks)
- Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)
- Bank letter or specification sheet (the signature of your local bank representative MUST be included)

DIRECT DEPOSIT RECIPIENTS:

I authorize Delaware Association for the Education of Young Children (deaeyc) to initiate deposits and, if necessary, withdrawals to correct erroneous deposit entries to my account at _____ (bank name). I understand that this authorization replaces any previous authorization and will remain in full force and effect until the company named above has received written notification from me of its termination in a reasonable time enough to act. I understand to be eligible for further T.E.A.C.H. scholarship reimbursement or bonus it is my responsibility to notify T.E.A.C.H. of any changes to my bank account information. My signature below indicates that I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize deaeyc to make direct deposits into the named account.

Print Scholarship Recipient **OR** Sponsoring Program Name Scholarship Recipient **OR** Sponsoring Program's Date
Administrator Signature

Email address to be used to send any tax forms in January _____

Authorized T.E.A.C.H. Representative Signature Date



