HOW TO RECEIVE YOUR JAMES MADISON UNIVERSITY COOPERATING TEACHER HONORARIUM*

*NEW PROCESS BEGINNING FOR EXTENDED BLOCK PLACEMENTS STARTING 2/5/24 AND ALL FUTURE BLOCKS:

Thank you for hosting a James Madison University student teacher. Please complete the following after the first 2 weeks of student teaching:

- Prior to the start of your placement, you will receive an email titled "Welcome!" that
 contains information about your placement and a link to the <u>Cooperating Teacher</u>
 <u>Honorarium Verification Survey.</u> Complete this survey with your information.
- You will then receive an email from Sandy Evick in the Accounting Technology office to complete a **digital W-9 form**, and to enroll in **Zelle direct deposit***.
 - *Note: There will no longer be an option to receive a check by mail for Honorarium.
- **NOTE:** Due to budgetary constraints, we will not be able to process any honorarium requests after **December 30** (for fall placements) and **May 15** (for spring placements). Please submit all required documents before then.
- **TAXABLE INCOME:** Honoraria are considered taxable income and will be reported to the IRS and to the state. You are responsible for reporting this income and for payment of any income or self-employment taxes.

For any CTs who are currently hosting a Block 3 student teacher or who hosted a student teacher in a previous placement, PLEASE SEE BELOW:

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*This process remains in effect for Block 3 2024 placements (1/16/24-3/8/24). All future placements will follow NEW process as described above on page 1.

Thank you for hosting a James Madison University student teacher. Please complete the following after the first 2 weeks of student teaching:

Electronic signatures are unacceptable

- Complete this link for the Honorarium Verification Form.
- Complete this link for the W-9 form if you meet the following:
 - You haven't completed one for us in the past.
 - Your name or address has changed.
 - o **Directions** for filling out W-9 can be found below.
- Checks will be mailed to the address you provide on your documentation.

OR

Direct deposit is available at this time – please email <u>teacher-ed@jmu.edu</u> if you wish to enroll.

Return the above forms by email (<u>teacher-ed@jmu.edu</u>), fax (540-568-3342), or U.S. mail to:

Education Support Center MSC 6915 James Madison University 395 South High Street Harrisonburg, VA 22807

• **NOTE:** Due to budgetary constraints, we will not be able to process any honorarium requests after **December 30** (for fall placements) and **May 15** (for spring placements). Please submit all required documents before then.



Education Support Center 395 South High Street, MSC 6915 Harrisonburg, VA 22807 Phone: (540) 568-6274

Fax: (540) 568-3342

Honorarium Verification

*Submit an honorarium verification form for each student teacher you host.

*Please update or add information as necessary.

Name:	Background Information		
SSN (leave blank if you <u>are</u> submitting a W-9):	Highest Degree Earned:		
borv (reave stains if you <u>are</u> submitting a vv 2).	Endorsement (Grade Level/Subject):		
Preferred First Name:			
Home Address, City, State, Zip:	Number of Student Teachers You		
	Have Had (from any institution):		
Email Address:			
School:	Total Years of Experience:		
Division:	Gender:		
	Birth Date:		
School Address:			
	Clinical Faculty		
School Address: School Phone:			
	Clinical Faculty		
School Phone:	Clinical Faculty Have you been trained as Clinical		
School Phone: Current Teaching Assignment:	Clinical Faculty Have you been trained as Clinical Faculty?		
School Phone: Current Teaching Assignment: Student Teacher: University Supervisor:	Clinical Faculty Have you been trained as Clinical Faculty?		
School Phone: Current Teaching Assignment: Student Teacher:	Clinical Faculty Have you been trained as Clinical Faculty? If so, where? If you were trained with MidValley Consortium, we have your		
School Phone: Current Teaching Assignment: Student Teacher: University Supervisor:	Clinical Faculty Have you been trained as Clinical Faculty? If so, where? If you were trained with MidValley Consortium, we have your information. If you were trained		
School Phone: Current Teaching Assignment: Student Teacher: University Supervisor: Block:	Clinical Faculty Have you been trained as Clinical Faculty? If so, where? If you were trained with MidValley Consortium, we have your		

TAXABLE INCOME:

Honoraria are considered taxable income and will be reported to the IRS and to the state. You are responsible for reporting this income and for payment of any income or self-employment taxes.

Instructions for Completing a Commonwealth of Virginia Substitute W-9 Form

NOTE: These are directions only. Do not fill out any information unless you are using the fillable W-9 linked on the first page.

Comm	Request for Taxpayer Identification Number and Certification				
Social Security Number (SSN) Employer Identification Number (EIN)		Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.			
	Unique Entity Identifier (U		Legal Name: Business Name:	3	

1. Tax Identification Number:

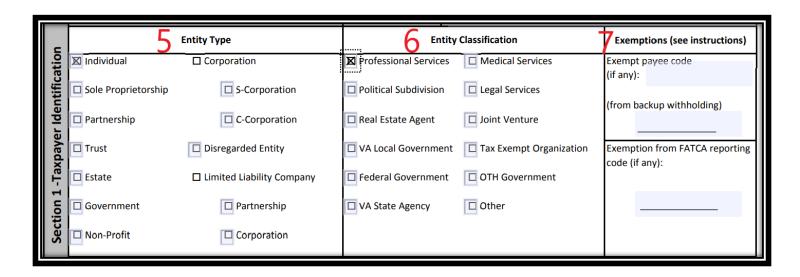
- a. Check the box next to Social Security Number and provide the number in the box.
- 2. **UEI Number:** Not applicable (this is only for businesses, not individuals)

3. Legal Name:

- a. Full legal name of individual. This name must be exactly what is on an individual's federal tax documents.
- b. For an individual, the first, middle, and last name should be included. If four names then clearly specify whether it is two last names or two middle names and also whether any names are hyphenated.

4. Business Name:

a. As you are completing this form for an individual (yourself), the business name is not applicable.



5. Entity Type

a. This is Individual.

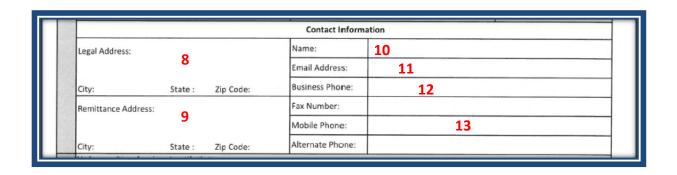
NOTE: These are directions only. Do not fill out any information unless you are using the fillable W-9 linked on the first page.

6. Entity Classification

a. This is Professional Services.

7. Exemptions:

- a. You may 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.
- b. 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.



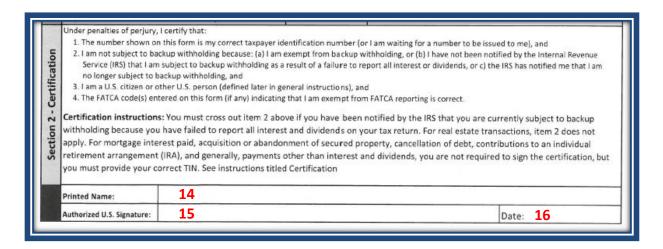
8. Legal Address: Enter your legal address, as recognized by the U.S. Postal Service.

9. Remittance Address:

- a. Only fill this in if you want the payments to go to a different address than your legal address above
- b. If an additional address line uses a unit indicator, the unit type should be specified (e.g. APT, STE, BLDG, RM, etc.).
- 10. Name: Individual's name.
- 11. Email Address: A contact email address should be provided.
- **12. Business Phone**: A contact phone number should be provided.

13. Fax Number, Mobile Phone, Alternate Phone: A fax number, mobile phone, or alternate phone number can be provided here, if applicable.

NOTE: These are directions only. Do not fill out any information unless you are using the fillable W-9 linked on the first page.



- **14. Printed Name:** The individual's name should be printed here.
- **15. Authorized U.S. Signature:** The form must be **signed by hand.** Electronic signatures or typed signatures will not be accepted.
- **16. Date:** The date the form is signed should be provided.

**ADDITIONAL NOTES

- Write legibly in pen (blue or black ink only) when completing a handwritten form.
- For forms prepared on the computer, remember to print, sign and date the form in pen before sending.
 Signature and date should be in blue or black ink only.
- If highlighting, only use a yellow-colored highlighter. All other colors cause the writing to become unreadable when scanned.