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EDUCATION INCENTIVE CHECKLIST

It is your responsibility to enclose all the following items in order to process your paperwork for the Education Incentive. Please check off each item, sign below verifying that you have included each item, and return this sheet with your application.

Applications submitted without each item WILL NOT be processed and you WILL NOT be notified of missing items.

- Application**
- W-9 Form** (can also be downloaded from Internet)
- Director's Statement**
- Copy of Check Stub or Timesheet**
- College Transcript**

Sign _____ Date _____

I have included all the above items with the Education Incentive Application.