

Clinical Faculty Instructions for Payment

To ensure effective and efficient compensation for your services, these procedures must be followed for processing of these payment forms. Please note that payment takes a minimum of 4-6 weeks to be processed and expedited. Forms **must** be turned in no later than 30 days after the end of the internship.

Attached Payment Forms:

- Clinical Faculty pay form
 - W9 (Request for Taxpayer)
- * If you are a returning employee you are required to fill out the W9

Instructions for Clinical Faculty

Everyone **must** complete the W9 form.

Please send all forms to the following address:

George Mason University
CEHD – Robinson A 308, MS 4B4
Attention: Lauren Clark
4400 University Drive
Fairfax, VA 22030

For questions and other inquiries, contact Lauren Clark at (703) 993-9777 or lclarkg@gmu.edu.

GEORGE MASON UNIVERSITY
College of Education and Human Development
Office of Teacher Education
Robinson A308
(703) 993-9777

CLINICAL FACULTY PAY FORM:

Please complete this form and return to Lauren Clark, Field Placement Specialist, along with your completed W-9 form during the first month of your work with our intern **Please note that payment takes a minimum of 4-6 weeks to process once it is received by the Office of Teacher Education.**

TEACHER'S NAME: _____

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS: _____

HOME PHONE: _____

SCHOOL NAME: _____

GRADE LEVEL/SUBJECT TAUGHT: _____

NAME OF STUDENT SUPERVISED: _____

DATE SUBMITTED: _____

STIPEND FOR CLINICAL FACULTY: 7-8 wks \$150 _____

15 wks \$300 _____

SITE FACILITATOR SIGNATURE: _____

If you choose **NOT** to be compensated, please sign here: _____
(Signature of Teacher)