Cooperating Teacher/Professionals
Instructions for Payment

To ensure effective and efficient compensation for your services, these procedures must be followed for processing of these payment forms.

Attached Payment Forms:

- Cooperating Teacher/Professional pay form
- W9 (Request for Taxpayer)
  * If you are a returning employee you are required to fill out the W9 form

Instructions for Cooperating Teacher/Professionals

Everyone must complete the W9 form.

Please send all forms to the following address:

George Mason University
CEHD – Robinson A 307, MS 4B4
Attention: Jennifer Coratolo
4400 University Drive
Fairfax, VA 22030

For questions and other inquiries, contact Jennifer at (703) 993-2080.
COOPERATING TEACHER/PROFESSIONAL PAY FORM

Please complete this form and return to us along with your completed W-9 form via the enclosed envelope, during the first month of your work with our intern. (Due to budgetary restrictions pay forms received after the end of the semester cannot be processed and payment cannot be rendered) You cannot be paid unless these forms are on file at the university.

TEACHER’S NAME: ________________________________________

SOCIAL SECURITY NUMBER: ________________________________________

HOME ADDRESS: ________________________________________

HOME PHONE: ________________________________________

SCHOOL NAME: ________________________________________

GRADE LEVEL/SUBJECT TAUGHT: ________________________________________

NAME OF STUDENT SUPERVISED: ________________________________________

DATE SUBMITTED: ________________________________________

STIPEND FOR COOPERATING TEACHERS:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 wks</td>
<td>$75</td>
</tr>
<tr>
<td>7-8 wks</td>
<td>$100</td>
</tr>
<tr>
<td>15 wks</td>
<td>$200</td>
</tr>
</tbody>
</table>

UNIVERSITY SUPERVISOR: ____________________________________________________

(Signature)

If you choose NOT to be compensated, please sign here: ________________________________

(Signature of Teacher)