

Timeline



Application

Educator completes and submits the application

Review/Approve

TCT team will review details for eligibility

- 1-2 weeks for results

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and other information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this field blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on this line. See instructions for details.

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation) in the space below the box.

Note: Check the appropriate box in the line above for the tax classification of the single-member LLC if the LLC is classified as a single-member LLC that is disregarded from the owner or another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Other than a single-member LLC that is disregarded from the owner, all other entities should check the appropriate box for the tax classification.

Other (see instructions) ▶

5 Address (number, street, and apt. or suite no.) See instructions.



Tax Info Submit

TCT team will review and create vendor

- 1+ month(s)

Tax Info Approved

Educators enter ACH information



Bank Info Submit

Prenote sent to bank for approval

- 1+ month(s)

Bank Info Approved

Bank info confirmed payment can be requested

- 3+ business days



Payment Requested

Payment requested and sent for final approval

- 1+ month(s)

Educator receives funds!