

Post Training Instructions

Training Name: _____

Step 1. Identify Training Proof:

- Certificate via Teachstone <https://teachstone.com/>, or
- Certificate via ELC's LMS <https://elcbroward.webauthor.com/spub/lms/class.cfm> or
- Certificate from Zoom training event via trainer email
- Certificate/Transcript from the DCF Training portal <https://childcaretraining.myflfamilies.com/studentsite/admin/signin>

Step 2. First Time Stipend Applicant

- Use the link to access ELC of Broward's Stipend Payment System
 - https://elcbroward.webauthor.com/go/fx_stipend_payment/default.cfm?actionxm=-RegisterSignIn
 - Register with your first name, last name and email address. Create your password. (Remember your password)
 - Your username will be your email.

- If you have registered previously in our system for training, use that log in.
 - Forgot Password? Click the Forgot Password link to reset it.

- Create your Stipend Application
 - Stipend Application will only be completed **once**, unless you change your mailing address or name.
 - **Required Entry:** Legal Name, Current Mailing Address, Social Security #
 - **Required Upload:** Page 1 of the W9 form (signed and dated)
 - ELC staff will review, if the W9 does not match what was inputted or something else is missed, you will be contacted to make corrections.

Stipend Applicant

ELC Vendor: _____

Date of Birth * 11/01/1969

Social Security Number * 123456789

First Name * Jennifer

Last Name * Aniston

Center Name * A WORLD OF KNOWLEDGE PRESCH. - 9063

Contact Info

Personal Email Address * jenan11011969@gmail.com

Phone Number * 954-377-2188

Mailing Address * 3731 N Country Club Dr Apt 301, Aventura, FL 33180

* Have you received a stipend from the ELC in the past 6 months?

Yes

No

W-9 *

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

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

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

2 Business name (separate legal entity name, if different from above)

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) in the space below the box.
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
 Other (see instructions)

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Specify to account maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3701 N Country Club Dr Apt 301

6 City, state, and ZIP code
Aventura, FL 33180

7 Last account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	1 2 3 - 4 5 - 6 7 8 9
Or	Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign this certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Jennifer Aniston** Date **11/21/2023**


General Instructions
Section references are to the Internal Revenue Code unless otherwise

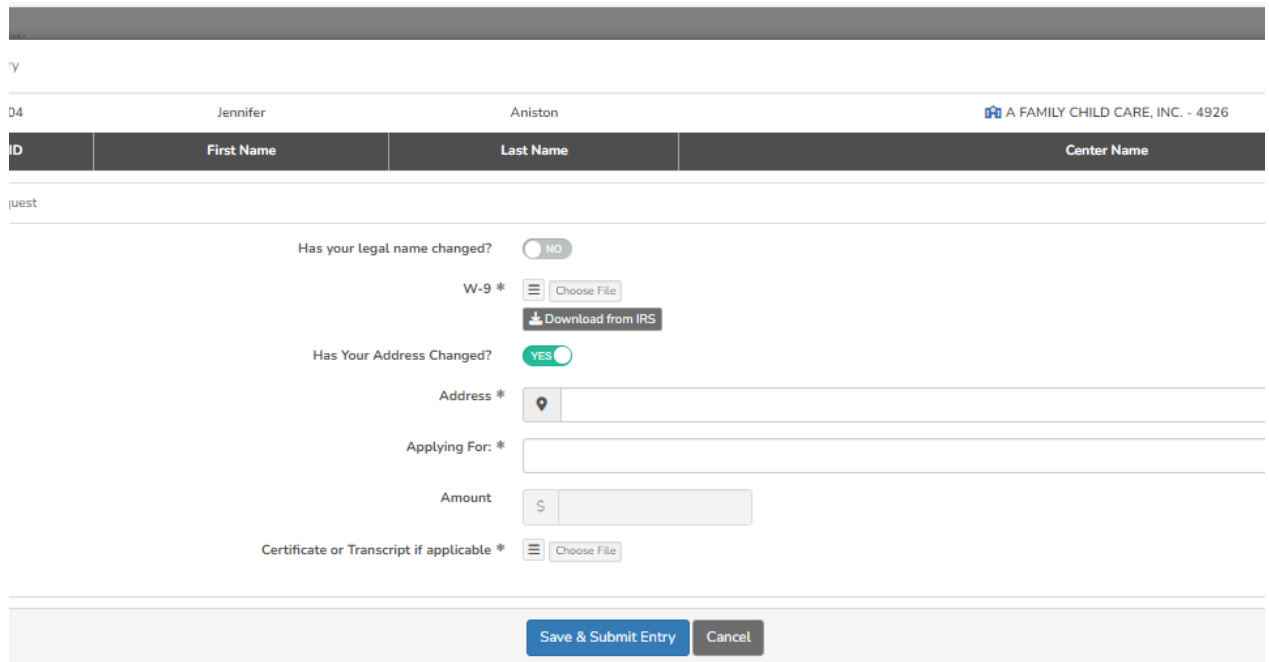
* Form 1099-DIV (dividends, including those from stocks or mutual funds)
* Form 1099-MISC (miscellaneous income, interest, annuity, or rents)

Step 3. Stipend Request

- Choose the stipend from the drop-down menu, *Applying for**.
- The amount will be automatically generated.
- Upload the corresponding certificate or transcript.
- Click Save and Submit
- If the request is approved, you will receive email notification.
- If there is a problem, you will receive an email notification.
- Pay attention!!!***

Step 4. Stipend Request – Returning Applicant

- You will be directed to ***Stipend Request***.
- To apply for another stipend, click the green button. 
- If you have changed your name or address, click YES to enter the new address, and upload a new W9. For example, to update the address, see below.



ID	First Name	Last Name	Center Name
04	Jennifer	Aniston	A FAMILY CHILD CARE, INC. - 4926

quest

Has your legal name changed? NO

W-9 *

Has Your Address Changed? YES

Address *

Applying For: *

Amount \$

Certificate or Transcript if applicable *

- If there are **No changes**, (Follow Step 3)
- Any changes, will require a W9.

Reminders

- The more responsive you are to our emails; the quicker checks will be mailed.
- Do Not Rush - a missing apartment number will result in delays for stipend processing.
- Cash or deposit your checks **asap** so we can target issues immediately.
- Enjoy learning – you are receiving the best professional development in Florida.
- Email arpfunds@elcbroward.org for any questions.

