



## ***How to Redeem Your 2017 Kalamazoo RESA Foundation Scholarship***

Congratulations on your scholarship! Please read these guidelines carefully and keep this sheet for future reference.

- Scholarships may be used to cover the costs of **tuition, fees, books, room and board, computers and other college-related expenses**. Expenses covered by other scholarships or grant programs are *not* eligible for reimbursement.
- You have one year to use this scholarship money — up to **June 30, 2018**.
- You may request payment/reimbursement as many times as needed until the entire award is used.

### **For reimbursement of tuition or room and board:**

- Send Kalamazoo RESA your tuition and/or room and board bill showing a balance due and payment will be made to the college where you have enrolled. **Please include your student identification number if you want us to make the payment directly to your school.**
- Or, if you have already paid your tuition and would like us to **reimburse** you directly, **fill out a W-9\* form** (located at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>), using your Social Security number as your tax ID. Send the W-9 to Kalamazoo RESA, along with a tuition bill or statement from the college showing an original (not copied) receipt of your payment. Include a note to Kalamazoo RESA asking for reimbursement.

### **For reimbursement of fees, books, computers and other college-related expenses:**

- **Fill out a W-9\* form** (located at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>), using your Social Security number as your tax ID. Send the W-9 to Kalamazoo RESA, along with the original (not copied) receipts for the items you have purchased. Make sure your receipts indicate the method of payment you made. Include a note to Kalamazoo RESA asking for reimbursement.

### **Send all forms and receipts to:**

Kalamazoo RESA Business Office  
 Attn: Nancy Mihelich  
 1819 East Milham Ave.  
 Portage, MI 49002-3035

If you have any questions regarding payment of your scholarship, please contact the Kalamazoo RESA Business Office at (269) 250-9365. We'll be happy to help you.

**Please note: You are required to provide a thank you note to your donor prior to receiving your scholarship funds. If you have not yet sent your thank you note you can include it with your first reimbursement request. We will forward your thank you note on to the donor who provided the funds for your scholarship.**

*\*Although the reimbursement you receive is not reportable as taxable income, Kalamazoo RESA is required by federal law to obtain a payee tax ID number (Social Security number) for our records.*