

## Why did you return my reimbursement request?

We received notice that we must return the entire reimbursement package for corrections when they are necessary. We were trying to make as many corrections to the submissions as possible to get them through the approval process faster. We can no longer do this.

*The W-9 and the invoice are legal documents. You must sign and date them.*

*Check the website before you re-submit anything to ensure you have the most current information*

### W-9 – Request for Taxpayer Identification Number and Certification

- A W-9 was not submitted with your package
- The W-9 may only have a federal tax ID or a social security number. You decide which number to use by supplying the same information you use when filing your business taxes.
- If you use a social security number, line 1 of the W-9 must be your legal name
- If you use a federal tax ID, line 1 of the W-9 must be the legal name of the entity that applied for the tax ID
- The W-9 must be signed and dated (Part II – Sign and Date Here)

### Invoice

[http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/billing\\_statement\\_for\\_finger\\_printing\\_reimbursement122317.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/billing_statement_for_finger_printing_reimbursement122317.pdf)

- You must use the CURRENT invoice from our website
- The invoice must be signed and dated
- The name you supplied on line 1 of the W-9 must be the same on the invoice
- The dollar amounts listed on the invoice do not match the backup documentation you supplied
- You left fields blank, such as phone number, fax number, email address, regional office, etc. . . . You are required to complete the entire invoice.
- You may not write “See Attached” on any of the paperwork you submit.
- You may not submit more than one request for reimbursement.
- Your submission was postmarked later than the due date for invoices listed on the website

### Receipts

- Receipts must be dated 9/21/17 or **later**. We will not accept earlier receipts because CJIS did not have the procedures in place for the federal rap-back system until 9/21/17.
- Receipts do not show the dollar amount paid for one or more people
- You listed people on the invoice but there is no backup documentation for them
- The backup documentation is for more (or less) than the amount of the invoice.
- You must explain why there are differences between the dollar amounts on the invoice and the backup documentation

## Tracking Numbers

- You did not provide the tracking number for one or more people

Staff Roster/List of household members, etc. Use the CURRENT invoice.

- You must tell us who people are and why we are paying for them. There is space for this on the invoice available on our website.