



How to Redeem Your 2016 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 grants programs are *not* eligible for reimbursement.
- You have one year to use this scholarship money — up to **June 30, 2017**.
- 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.

**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.*