

October 24, 2019

Dear Continuing Education Grant Requester,

Continuing Education Grants are taxable under current IRS guidelines. Effective immediately, a Form W-9 must be submitted to the Conference Treasurer's office prior to your grant being paid. Only one Form W-9 per year is necessary. This Form provides the information necessary to prepare the Form 1099 reporting the income to the IRS.

The Form W-9 is easy to complete and can be found at [www.IRS.gov](http://www.IRS.gov). The form link is located on the upper left side of the IRS homepage. The form may be completed in PDF format and then downloaded or you can download the blank form and then manually complete.

**The completed form must be sent to Kim Kemmis either emailed or to the postal address:**

Email:

[kkemmis@michiganumc.org](mailto:kkemmis@michiganumc.org)

Mailed:

Kim Kemmis  
Accounts Payable  
Michigan Conference of the UMC  
1161 E Clark Rd Ste 212  
DeWitt, MI 48820

Any questions you may have regarding your grant request can be submitted to Debbie Stevenson at [dstevenson@michiganumc.org](mailto:dstevenson@michiganumc.org) or (517) 347-4030 x4051. Congratulations on choosing to continue investing in yourself and your growth as a leader in the United Methodist Church.

Sincerely,

Debbie Stevenson  
Continuing Education Grant Coordinator  
Board of Ordained Ministries  
Michigan Conference of the UMC