



Board of Ordained Ministry

Michigan Conference

THE UNITED METHODIST CHURCH

January 1, 2022

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. 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

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 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