



Board of Ordained Ministry

Michigan Conference

THE UNITED METHODIST CHURCH

January 1, 2025

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 1099 form to report 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
1011 Northcrest Rd.
Lansing, MI 48906

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