



## **IWT Reimbursement Guidelines for Employers**

Incumbent Worker Training Reimbursement takes place after all approved training course(s) are complete. IWT do not allow partial reimbursement unless special approval from The Partnership is granted. Please submit all information in the following order:

- 1. Check Request**
  - a. The amount must be less or equal to the approved amount for the project.
- 2. Reimbursement Summary**
  - a. A document that includes the name(s) of each course, start date, end date, invoice number, payment amount with check number, and total.
- 3. W-9**
  - a. Employer W-9 (signed)
- 4. Voided check and payment form**
  - a. Employer must submit a voided check or complete the Partnership ACH Payment Form
- 5. Attendance**
  - a. Attendance for each course must include dates and signature from the participants and/or instructor.
- 6. Certificates and Credentials**
  - a. The instructor or representative from the educational institution must sign each certificate. Credentials must be Industry recognized.
- 7. Invoice(s)**
  - a. Invoice(s) must include payment acknowledgement or cancelled check.
- 8. Payroll**
  - a. Payroll information from each participant of each course. The payroll dates must be the same as the training dates.

Note: Please confirm that the names of all participants are the same in the attendance, certificates, and payroll information.