



Escuelas Públicas de Salem  
Departamento de Recursos Humanos  
Ciudad de Salem

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**REEMBOLSO A VOLUNTARIOS POR EL PAGO DE LAS HUELLAS DIGITALES  
INSTRUCCIONES PARA OBTENER REEMBOLSO**

**Visión General**

En Octubre 5, 2015 el Comité Escolar de Salem aprobó una [nueva política de revisión de antecedentes](#) requiriendo a todos los voluntarios que pudieran tener contacto directo y sin supervisión con estudiantes la toma de huellas digitales en cumplimiento con la nueva ley del estado. Una [Asesoría de la Superintendente](#) en relación a esto les ofrece información adicional sobre la implementación de esta política en el distrito.

La intención de esta política es asegurar el mayor grado de seguridad para todos nuestros estudiantes en todo el distrito. Al mismo tiempo, el distrito entiende que la política, y en particular, el pago del cargo de \$35 para tomar las huellas digitales podría ser pesado para algunos individuos y familias. Las Escuelas Públicas de Salem valoran sus padres, familias, y voluntarios, y quieren incentivar el voluntariado entre los padres y miembros de familia. El Programa de Reembolso a Voluntarios fue creado para ayudar aquellos voluntarios a los cuales se les requiere la toma de huellas digitales, pero que pudieran tener dificultad costando la cuota de \$35.

No hay reembolso disponible para el personal del distrito, aplicantes para una posición de trabajo, maestros sustitutos, estudiantes de maestros, internos, subcontratistas u otros. El fondo para reembolsos será usado solamente para reembolsar a padres u otros voluntarios que no puedan costear la cuota de \$35.

**Como Aplicar para el Reembolsado de la Cuota de \$35 por la Toma de Huellas Digitales**

Los voluntarios que deseen aplicar para el reembolso deben seguir los siguientes pasos:

1. Completar la hoja anexa (ver anexo)
2. Completar un Formulario de Identificación de Impuestos W-9 (ver el formulario W-9 anexo)
3. Incluya el recibo original mostrando que pagó por el costo de la toma de huellas digitales. El recibo puede ser del centro donde se tomó las huellas o el recibo de la tarjeta de crédito.
4. Someta todos los formularios y recibos a la Oficina de Recursos Humanos en la siguiente dirección:

Human Resources Office  
Salem Public Schools  
29 Highland Avenue, Room 131  
Salem, MA 01970

## REEMBOLSO A VOLUNTARIOS POR LA TOMA DE HUELLAS DIGITALES PORTADA

Por favor complete el formulario incluido debajo junto a los demás formularios y documentos requeridos. Adjunte este formulario a la portada de su paquete antes de someterlo.

### INFORMACION DE CONTACTO

Por favor inserte la información de contacto y dirección postal a donde quiere que se le envíe el cheque de reembolso.

Nombre del Voluntario: _____ <b>(POR FAVOR EN LETRA DE MOLDE)</b>
Dirección : _____
Número Telefónico: _____ Escuela: _____
Correo Electrónico: _____

**CERTIFICACIONES:** Por favor marque todo lo que aplique, debajo:

Certifico que me fue requerido la toma de huellas digitales para desempeñar mis deberes como voluntario en las Escuelas Públicas de Salem.

Certifico que he completado la revisión de antecedentes por huellas digitales y los resultados fueron enviados a las Escuelas Públicas de Salem.

Fecha de la Toma de Huellas Digitales: \_\_\_\_\_

Certifico que pagué los \$35 requeridos para la toma de huellas digitales y que deseo ser reembolsado para sufragar este costo.

### FIRMA

\_\_\_\_\_  
Su Firma

\_\_\_\_\_  
Fecha

### *To be completed by SPS Staff Only:*

School: _____	SPS Dept: _____
Vendor #: _____	PO#: _____
Authorized Signature: _____	Date: _____
Title: _____	

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>																									
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.