



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**DIVISION OF STUDENT TRANSPORTATION**

**MONTHLY PARENT STIPEND**

**REQUIRED DOCUMENTATION**

In order to receive the monthly payment from the District of Columbia Government, parents/guardians must submit both a Form W9 and a Master Supplier form. The Form W9 verifies information such as legal name, address, and social security number, which are required to disburse payment. The Master Supplier form collects additional business, tax ID, and payment information that is not included on the Form W9. Information collected on these forms is needed to create an account that will allow the District government to issue monthly payments to each participating parent. Application processing and payment will be delayed if both forms are not accurately submitted.

**Mandatory Documents:**

1. IRS Form W-9. Click [here](#) to download and complete the highlighted sections.
2. Master Supplier Form. Click [here](#) to download and complete the highlighted sections.

Payment Options: Paper Check or Direct Deposit

- **Paper Check**  
Parents can opt to receive payment through a paper check received through the U.S. Mail. When this option is selected, OSSE will use the information provided in the W9 form to facilitate the issuance of a paper check. No further action is required.
- **Direct Deposit**  
Parents are strongly encouraged to opt to receive payment through a deposit made directly to a designated bank account. When this option is selected, the parent must complete an **Automated Clearing House (ACH) form** and submit either a **voided check OR a letter signed by the bank** confirming the account name, account number, and bank routing number, an image of a voided check. Only U.S. banks are eligible for Direct Deposit Payment. No foreign bank accounts are accepted. You can click the [link](#) to download a copy of the form.