

INSTRUCTIONS TO SCHOOLS PREPARING VOUCHERS

The numbered paragraphs below refer to the numbered blocks on the face of this form, which are to be completed.

Notice to vendors (schools or districts): Do not complete any blocks other than the following.

NOTE: TO AVOID PROBLEMS WITH IRS, FOLLOW INSTRUCTIONS FOR BLOCKS 3 AND 4 CAREFULLY.

*** Please include your district's 10 digit Vendor ID number.**

If you do not know your district's Vendor ID number, contact your business office.

3. Payee I.D./Additional/Zip Code:

Enter your Federal Employer Identification Number (EIN). Do not use hyphens or spaces.

If you were assigned a Payee Additional Code by New York State, enter this in the box marked 'Additional'. Enter your nine position 'Zip+4' in the adjacent block only if you have been assigned an Additional Code.

4. Payee Name and Address:

Corporations, partnerships and tax exempt organizations should enter the name of the entity (exactly as registered with the Federal government) that corresponds to the EIN entered in Block 3.

Enter your proper mailing address conforming to U.S. Postal Standards. Include either your five-position zip code or your Zip+4 in your address.

5. Ref./Inv. No.:

Enter a reference number, invoice number, or other information. This information WILL APPEAR ON THE CHECK STUB and will identify the payment. Do not exceed 20 characters including letters, numbers, spaces, commas, etc. The check stub issued to you will contain the information you furnished in this block, and may be compared to this copy of the voucher, which you will detach and keep. Enter the corresponding reference/invoice date in the block below the Ref./Inv. No. block.

6. Description of Material/Service:

Enter the total number of exams for eligible students in the "Quantity" column. Calculate the total amount (total # of exams @ \$114 per exam) and record the total amount in both the "Amount" and "Total" columns.

7. Payee Certification:

Sign and clearly indicate the title of the person signing for the payee, e.g., sole owner, partner, treasurer, bookkeeper, billing clerk, etc.

The New York State Education Department will reimburse school districts in the order requests are received, until all funding is exhausted. Mail completed **NYS Standard Voucher, 2024 Supplemental Roster**, and a **receipt from the IBO (summary only)** by **December 31, 2024** to:

Sha-Rae Ketchmore

IB Voucher Program

NYS Education Department

89 Washington Ave., Room 860 EBA

Albany, NY 12234

Questions? Contact the Office of Standards & Instruction at 518-474-5922 or EMSCURRIC@nysed.gov.