



*The UNIVERSITY of OKLAHOMA.*  
*Center for Early Childhood Professional Development*  
*College of Continuing Education*

Dear Participant,

The attached form is required by OU Financial Services to receive a check for the Oklahoma Certificate of Achievement and Stipend Program and/or the Oklahoma Child Care Wage Supplement Program.

Please read these instructions carefully to complete the information. **This form must be filled out correctly to receive payment.**

*If you are updating your address and/or name, please check Existing Supplier on the next page.*

**Supplier Information**

- **NAME:** Use the **legal name** on your social security card.
- **SSN:** Double-check that your social security number is written correctly.
- **MAILING ADDRESS:** Use the address **where you want your check mailed**. This may be different than your street address (for example, a P.O. Box).

**Type of Payee**

- For the payee, “participant” has been pre-filled for you. **Do not fill any other box.**

**Question 1**

- If you select “yes” that you are related to an OU or OUHSC employee, you **MUST** list their name and relationship to you.

**Question 2**

- If you select “yes” that you have served as an OU employee within the last 12 months, you **MUST** provide a termination or retirement date.

**Direct Deposit**

- If you select “yes” that you would like to receive Electronic Funds Transfer (direct deposit) in the future, you **MUST** provide a valid email address.  
*Additional steps are required by the State of Oklahoma to complete this process.*

**Residency Status**

- Please select only **one** Residency Status (U.S Citizen, Permanent Resident, or Resident Alien). Physically sign and currently date this form.

*If you are a Non-Resident Alien, please complete the form with no residency status selected and attach a copy of your Visa, Passport, I-94, W8-BEN, and IIF. For assistance, email [stipendandwage@ou.edu](mailto:stipendandwage@ou.edu).*

After completion, please email, fax, or mail your document to:

**CECPD**

**1801 N. Moore Ave Moore, OK 73160**

**Email: [stipendandwage@ou.edu](mailto:stipendandwage@ou.edu)**

**Fax: (405) 799-7634**

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