



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## DIVISION OF STUDENT TRANSPORTATION

This self-certification is a condition of the Office of the State Superintendent of Education Division of Student Transportation (OSSE DOT) policy regarding parent/guardian reimbursement for student transportation services. I do hereby waive and release any and all claims, damages and losses against the OSSE DOT and my child's local education agency (LEA) whether pursuant to the Individuals with Disabilities Education Act (IDEA), contract or personal injury law, or otherwise, that may arise from the transportation of my student as described therein.

### PARENT PROVIDED TRANSPORTATION REIMBURSEMENT CERTIFICATION FORM

John Doe

PARENT/GUARDIAN NAME

1005 First St NE Washington, DC 20002

PARENT/STUDENT ADDRESS

(202) 555-5555 john.doe@gmail.com

PARENT CONTACT PHONE NO./EMAIL ADDRESS

Jonathan Doe

STUDENT NAME

Eastern Senior High school

SCHOOL NAME

1700 East Capital St NE Washington, DC 20002

SCHOOL ADDRESS

I certify that I transported or secured transportation for my student on the following dates (print all dates that apply):

January 2023: 17,18,19,20,23,24,25,26,27

Note: If the request is for more than one student, you must submit a separate request for each student. OSSE DOT will not reimburse multiple student transports in the same vehicle OR for overlapping mileage.

#### I attest that (Please check all that apply and fill in the related blanks):

☒ I transported, via private automobile, the above named student to and from school. The number of miles from home to school is 3 one-way and 6 roundtrip. The total number of miles requested for reimbursement is 54 (9 days x 6 miles)

**Note: The per mile rate is \$1.48 for SY 22-23.**

☐ I secured transportation for the above named student to and from school using:

☐ Metro bus or Metro Rail ☐ Ridesharing services or taxi

**The total reimbursement requested for this period of transportation is \$ \$79.92 (54 miles x \$1.48)**

Documentation must include mileage incurred from the home address to the student's attending school:

- Parent provided transportation (i.e., Google Maps, Apple Maps, etc.);
- Ridesharing or taxi transport receipts showing actual trips completed
- Metro fare based on the current rate via the [WMATA Trip Planner](#).

I certify/attest that I am requesting reimbursement due to (Please choose one):

- ☒ Transportation services that occurred as a result of failure on the part of OSSE/DOT to provide bus service, or
- ☐ The parent/guardian has chosen to transport the student(s) themselves and must provide notification and justification by contacting the OSSE DOT Parent Resource Center at (202) 576-5000 in advance of transport.

Parent/Guardian Signature: John Doe

Date: Feb. 15, 2023

Upon completion of the package, please submit the request via the secure BOX upload site located here: [osse.dc.gov/service/parents-transportation-students-disabilities](https://osse.dc.gov/service/parents-transportation-students-disabilities) OR via US Postal Service to the attention of: OSSE DOT, 1050 First St. NE, 2nd Floor, Washington DC 20002.



# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>John Doe</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► <b>Parent</b>	
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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>1005 First St NE</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Washington DC 20002</b>	
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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
5	5	5	-	5	5	-	5	5	5
or									
Employer identification number									
			-						

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

Sign Here	Signature of U.S. person ► <i>John Doe 2-15-23</i>	Date ►
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## 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, later.



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BITSSSESignal Financial Fed...https://hopin.com/...AOL - EmailWelcome to DCHROSSSE IntranetGuidance and Reso...CRT 2.0 - HomepageInvoice Submit Portal

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A1050 1st St NE, Washington, DC 20002...

B1700 E Capitol St NE, Washington, DC ...

+ Add stop

Route settings

Choose Your Route

Route #1

Route #2

Route #3

via

0hr 9min

2mi

IRS Reimbursement: \$1.33

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62°F Mostly clear 11:31 PM 2/15/2023

The map displays a route from 1050 1st St NE to 1700 E Capitol St NE in Washington, DC. The route is marked with a blue line and includes three segments: #1 (00:09), #2 (00:09), and #3 (00:03). The map shows major roads like Independence Ave. SW and E Capitol St. SE, and landmarks like the Pentagon and the Washington Monument.