



[Draft] (No subject)

From



[Name of Program]
From: [Field Director]

Date: [XX.XX.XXXX]
[Academic Quarter]

Dear [Name of Program] Mentor,

On behalf of the College of Education, I would like to thank you for agreeing to mentor for [Name of Program]. As a token of our appreciation, we will be sending you a Mentor Teacher payment for every quarter you mentor.

In order to process this payment, please fill out this [form](#).

Previous mentors - If you have had an address change or legal name change, please re-submit the form. This ensures that the payment will be processed to you with no delay due to incorrect information on file.

The UW College of Education must collect your [SSN](#) or [Federal Tax ID](#) number in order to process payment and related federal tax information correctly. We take the security of your information seriously and will retain this information securely encrypted for 1 year, during which it will only be shared within our payroll system.

If you would prefer to provide this information over the phone, please email edfiscal@uw.edu with a number and time for our finance team to reach out to you. Please also reach out to edfiscal@uw.edu with any questions or concerns about your payment.

Thank you,
[Field Director]