

## INVOICE FOR STIPEND – INSTRUCTOR

Full Name of Instructor: \_\_\_\_\_ Mailing

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Course Taught: \_\_\_\_\_

Course Location: \_\_\_\_\_

Name of Area Dean \_\_\_\_\_

Stipend Amount Due for Teaching: \_\_\_\_\_

(\$600 – 1.5 credit course)

Each Instructor must have proper IRS paperwork on file with the Treasurer, and will be issued a 1099-MISC by January 31.

Please send to Financial Secretary **along with Student Course List & Grades**. (Same list as sent at the first of the course but with grades.) Email the forms to Susan Crane at [cranewolcott@myfairpoint.net](mailto:cranewolcott@myfairpoint.net) OR regular mail forms to Rev. Dr. Susan Crane, 160 West Road, Chesterville, ME 004938.