



THE FAMILY AMBASSADOR PROGRAM-Frequently Asked Questions

What is the Family Ambassador Program?

The Family Ambassador Program is designed to increase enrollment at the 17 Diocese of Rochester Catholic Schools through the ambassadors of our treasured school communities – our families.

How does the Family Ambassador Program work?

A current family refers a brand-new family to one of the 17 [Diocese of Rochester Catholic Schools](http://dorschools.org). To be eligible for the referral credit, the new family cannot be a former or currently registered family at one of the 17 Diocese of Rochester Catholic Schools. If the new family registers, *and remains enrolled*, the referring family receives a **\$500 tuition credit**. The credit is disbursed to the referring family's account over the remaining months of the school year.

The disbursement is contingent on the new family remaining at a Diocese of Rochester Catholic School and is funded by the parish school that welcomes the new family. In addition, the newly enrolled family will also receive a **\$500 tuition credit**, disbursed over the remaining months of the school year. *Please submit a W-9 with the completed referral form.*

Which schools qualify as [Diocese of Rochester Catholic Schools](http://dorschools.org)?

The following schools qualify:

All Saints Academy, Corning

Holy Cross School, Charlotte

Holy Family Elementary School, Elmira

Seton Catholic School, Brighton

Siena Catholic Academy, Brighton

St. Agnes School, Avon

St. Francis-St. Stephen School, Geneva

St. John Neumann School, Rochester

St. Joseph School, Penfield

St. Kateri School, Irondequoit

St. Lawrence School, Greece

St. Louis School, Pittsford

St. Mary's School, Canandaigua

St. Mary Our Mother School, Horseheads

St. Michael School, Penn Yan

St. Pius X School, Chili

St. Rita School, Webster

What are the restrictions?

Only one current family may receive the tuition credit for a newly registered family. The referral will be verified by the receiving school office and issued on a first-received basis. The Family Ambassador Program form must be submitted to the receiving school principal for authorization. The program applies to students in Pre-K 3-year-old through 8th grade. *The tuition credit will be pro-rated for Pre-K based on program selected by the new family.* The current family receives the tuition credit for a family, not each student. Additionally, the tuition credits cannot exceed a family's tuition balance. Please note that the tuition credit will cease if the new family withdraws before the entirety of the tuition credit is disbursed. Employees of the schools and parishes are not eligible for this program.

How do I apply?

Complete the Family Ambassador Program form and return to the school principal.



Referral Form

Date of Referral: _____

Referring Parent/Guardian Name: _____
(Print Current Family Name)

(Signature)

Referred Family Name _____ who is registering
(Print Referred Family Name)

at _____ in _____
grade. (School Name) (Grade – PreK-8)

(Signature of Principal)

(Date)

Referring Family:
 W-9 Received

Newly Enrolled Family:
 W-9 Received

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	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.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number							
		-		-			
or							
Employer identification number							
		-					

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.