



# WILMINGTON UNIVERSITY

## Notetaker's Duties and Responsibilities

Notetakers are provided as a reasonable accommodation for students with documented disabilities that interfere with the individual's ability to take notes in class. Your willingness to act as a notetaker is greatly appreciated by the University. Thank you for your assistance!

1. Notetaker accommodation is a confidential service. If you are aware of the student you are providing notes for, do not disclose to anyone the name of the student or any information about that student.
2. If for some reason you are not able to attend class, you are required to get a substitute notetaker. If you have difficulty doing so, you should inform the instructor so alternative arrangements can be made. Please share the *Notetaker's Duties and Responsibilities* with the substitute to ensure they provide the proper level of notetaking service.
3. Notetakers are expected to take notes that are neat, detailed, and thorough using a dark pen.
4. Stay mentally alert in class! If you miss an important piece of information, the student which you are taking notes for could suffer as a result.
5. Notetakers are not paid for classes missed, where there is a test or when there are not notes to take.
6. You will need to submit your notes at the end of each class to the instructor unless permission has been granted from the disabled student to deal directly with them.
7. In order to ensure payment you must complete a W-9 form issued to your instructor. Your instructor will complete the *Notetaker Verification Form* and both forms will need to be returned at the CONCLUSION of the course to the Office of Disability Services.
8. Substitute notetakers will also be compensated and will need to complete a W-9 form (page one only) to ensure payment. Instructors should indicate which dates the substitute provided notetaking services on the *Notetaker Verification Form*. Additional W-9 forms can be found on the University's website at <http://wilmu.edu/studentlife/disabilityservices/w9form.pdf>

If you have any concerns, contact Christyn Rudolf, Manager – Office of Disability Services at 302-356-6937 or [christyn.e.rudolf@wilmu.edu](mailto:christyn.e.rudolf@wilmu.edu).

Revised 7/18

**Office of Disability Services**  
320 N DuPont Highway, New Castle, Delaware 19720-6491  
(302) 356-6937 Fax (302) 669-6601



## Notetaker Verification Form

<b>Class:</b>	<b>Instructor:</b>
<b>Student requesting notetaker:</b>	<b>*Notetaker's Name:</b>
<b>Specify the format of the course. Please circle.</b> Semester      Block      Modular      Hybrid	
<i>Below fill out the dates that the student used the notetaker.</i>	
Date:	Date:

The notetaker must complete a W-9 form and return it to the instructor before the completion of the course. Please return both forms (W-9 and the Notetaker Verification Form) to the Office of Disability Services at the COMPLETION of the course to ensure payment.

\* If for some reason the assigned notetaker is not able to attend a class, they are required to get a substitute notetaker. Substitute notetakers will also be compensated and will need to complete a W-9 form to ensure payment. Instructors should indicate which dates the substitute provided notetaking services on the *Notetaker Verification Form*.

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE Payment Scale:**

**Semester Class:** (14 classes) - \$5.00 per class for a total of \$70 for the course

**Block Class:** (7 classes) - \$10.00 per class for a total of \$70 for the course

**Modular (2 weekends)- 2 options:**

- (1) \$35.00 per weekend for a total of \$70 for the course, or
- (2) \$5.00 for Friday night, \$15.00 for Saturday, and \$15.00 for Sunday for a total of \$70.00 for the course.

**Hybrid Class:**

- 5 hour class- \$10.00 per class
- 2.5 hour class-\$5.00 per class

## 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.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is 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.

Social security number

OR

Employer identification number

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### 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. person (including a U.S. resident alien).

**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 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.