## Instructions for Stipend for CMFO

## Stipends cannot be processed until all municipality course expenses have been reimbursed.

**Step 1:** Log into your account at <u>https://apps.cot.tn.gov/CARS/CMFOWelcome.aspx</u>

**Step 2:** Once you have logged into your account, click "Stipend Authorization Form"

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TN Comptroller of the T	reasury Local Government Audit		
	Log Out		
	Main Menu		
	Warning! Please be aware that the system will time out after 20 minutes of inactivity	Any information you've entered will be lost **	
	Manage my Account (change address, change e-mail, etc.)		
	Manage my CPE Classes @ (add Continuing Education Unit classes, view CPE status)		
	Application		
	CMFO Certification For CPAs, CGFMs, and CPFOs	For city employees only required to meet CPE requirements	
	Incentive Program Forms		
	Reimbursement of Certification Expenses Form	Stipend Authorization Form	>
	Web Policies   Disclaimer   Department of State	Department of Treasury   General Assembly   Tennessee.gov	
_	© 2022 Tennessee Of	fice of the Comptroller of the Treasury	
The form should look	clike this.		
TENNESSEE COMPTROLLER OF THE TREASURY	vernment		
TN Comptroller of t	he Treasury Local Government Audit		
	CMFO The purpose of this stipend is to compensate the Certified Mu Comptroller's Office will mail a check	Stipend Authorization Form nicipal Finance Officer (CMFO) candidate for successful comp directly to the CMFO and issue a 1099 to the CMFO at year en	letion of the program. The Id.
		Main Menu Manage My Account	Log Out 🛛 🔞
	Section 1 - CMFO and Employer's Information		
	Name of CMFO Candidate		
	Account Number		
	Employee Mailing Address		
	Employee City, State and Zipcode		
	Current Employer Name *		
	Note: The payment and 1099 will be sent to the mailing address a		our account information.
	Disclaimer and Signature		
	I hereby certify that the information provided on this form is true and correct to the best of my knowledge.		
	By clicking "Submit Application" below (which is my electronic signature), I certify that my answers are true and complete to the best of my knowledge.		
	Submit Application	Cancel	

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- **Step 3:** Enter your current Employer Name. Please note that you **must** be employed by a city employer at the time of completion of CMFO program to receive a stipend.

Step 4: Click "Submit Application"

## Make sure that you have also submitted your W-9 to <u>Patrick.Henderson@cot.tn.gov</u>. You must submit your W-9 to receive your stipend check.

If you have any questions about any of the steps in submitting your reimbursement, please give us a call at 615-401-7841 or you can email us at <u>LGA.Web@cot.tn.gov</u>.