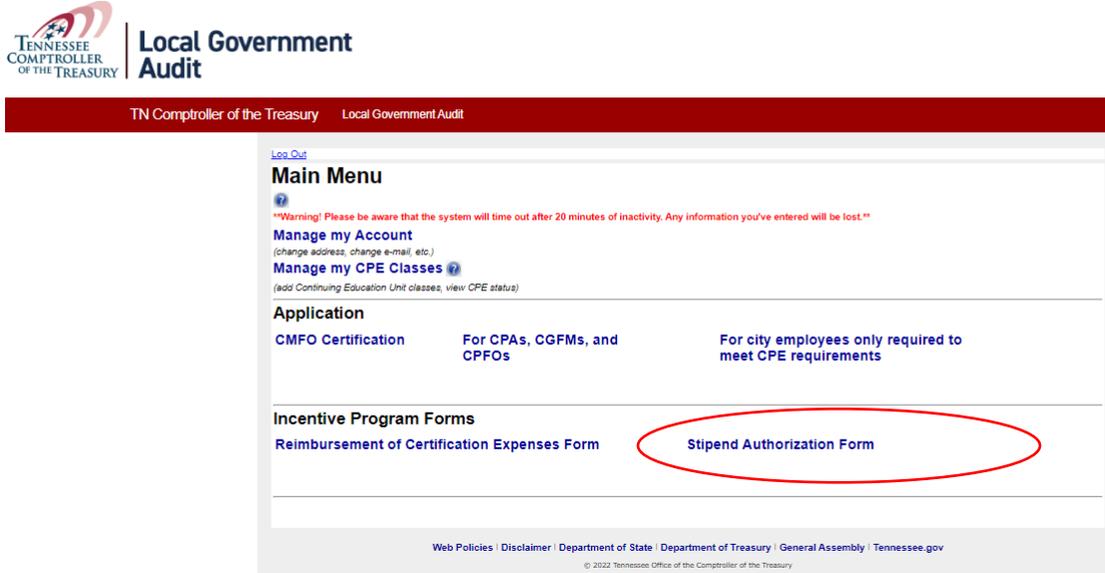


Instructions for Stipend for CMFO

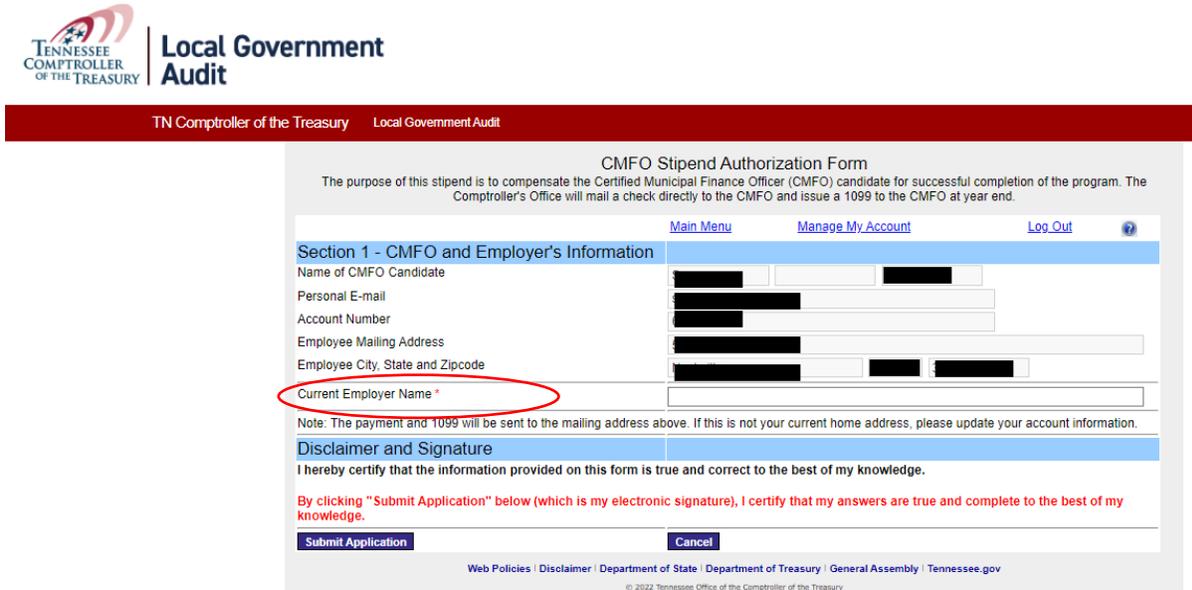
Stipends cannot be processed until all municipality course expenses have been reimbursed.

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

Step 2: Once you have logged into your account, click “Stipend Authorization Form”



Your form should look like this.



Step 3: Enter your current Employer Name
(**must** be employed by City employer at time of completion of the CMFO program)

Step 4: Click “Submit Application”

Please note that you will receive an email from Patrick.Hendrickson@cot.tn.gov with a blank W-9 form attached that must be returned.

If you have any questions, please give us a call at 615-401-7841 or you can email us at LGA.Web@cot.tn.gov