

INSTRUCTIONS FOR CMFO STIPEND AUTHORIZATION FORM

Stipends cannot be processed until all municipality course expenses have been reimbursed and certification application has been approved.

STEP ONE

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

STEP TWO

Once you have logged into your account, click “Stipend Authorization Form”.

Log Out

Main Menu

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**

Your form should look like this.

CMFO Stipend Authorization Form

The purpose of this stipend is to compensate the Certified Municipal Finance Officer (CMFO) candidate for successful completion of the program. The Comptroller's Office will mail a check directly to the CMFO and issue a 1099 to the CMFO at year end.

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Section 1 - CMFO and Employer's Information

Name of CMFO Candidate Gabrielle H Cuffman

Personal E-mail gabrielle.cuffman@cot.tn.gov

Account Number 7444

Employee Mailing Address 425 Rep. John Lewis Way N

Employee City, State and Zipcode Nashville TN 37243-0001

Current Employer Name *

Note: The payment and 1099 will be sent to the mailing address above. If this is not your current home address, please update your 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



STEP THREE

Enter your current Employer Name.

You must be employed by a city employer at the time of completion of the CMFO program.

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Section 1 - CMFO and Employer's Information

Name of CMFO Candidate	Gabrielle	H	Cuffman
Personal E-mail	gabrielle.cuffman@cot.tn.gov		
Account Number	7444		
Employee Mailing Address	425 Rep. John Lewis Way N		
Employee City, State and Zipcode	Nashville	TN	37243-0001
Current Employer Name *			

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[Submit Application](#) [Cancel](#)

STEP FOUR

Click "Submit Application"

CMFO Stipend Authorization Form
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Section 1 - CMFO and Employer's Information

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[Submit Application](#) [Cancel](#)

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 GA.Web@cot.tn.gov

