

STSP Application Includes an STD 204

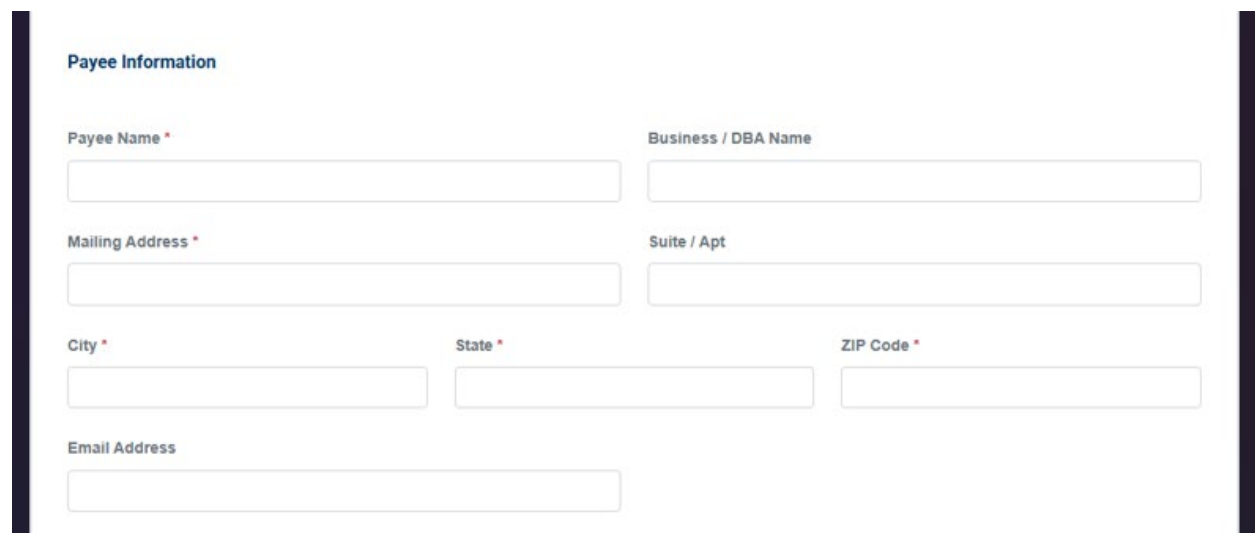
As part of the Commission on Teacher Credentialing grant award process, each agency must submit an STD 204. To expedite the award process for the Student Teacher Stipend Program (STSP), the online portal requires the information for the STD 204 at the time of application.

Following is guidance to support local education agencies (LEAs) in completing the STD 204.

Commission guidance for individuals completing the STD 204 is to consult with the LEA's fiscal department related to the "what" and "who" should be included in the form.

Payee Information

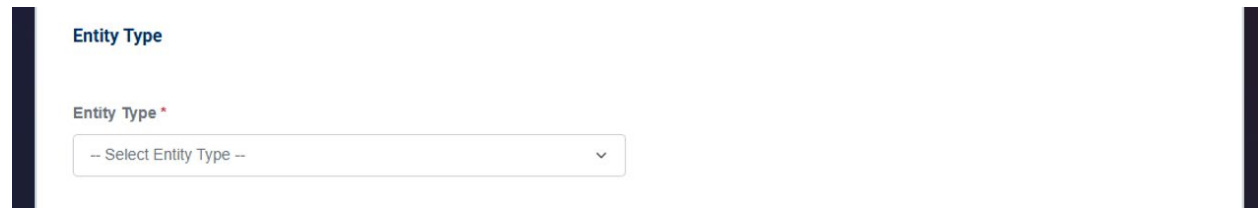
For purposes of grant awards for the Student Teacher Stipend Program, the local education agency is the "Payee."

The image shows a screenshot of a web form titled "Payee Information". The form contains several input fields: "Payee Name *" (required), "Business / DBA Name", "Mailing Address *" (required), "Suite / Apt", "City *" (required), "State *" (required), "ZIP Code *" (required), and "Email Address". Each field is represented by a white rectangular box with a thin border. The labels for the required fields are in red. The form is set against a light gray background with dark vertical bars on the left and right sides.

Directions to complete the Payee Information section:

- Payee Name: add the full and correct "Name" of the LEA
- Business/DBA Name: leave blank
- Mailing Address: add number, street for the LEA
- Suite/Apt: add if applicable
- City, State, Zip: add for the LEA
- Email address: add the email address for someone that the Commission can contact if needed, or who is the Authorized Payee Representative (see later on the form)

Entity Type

A screenshot of a web form titled "Entity Type" in blue text. Below the title, the label "Entity Type *" is shown in red. Underneath is a white drop-down menu with the text "-- Select Entity Type --" and a small downward arrow on the right.

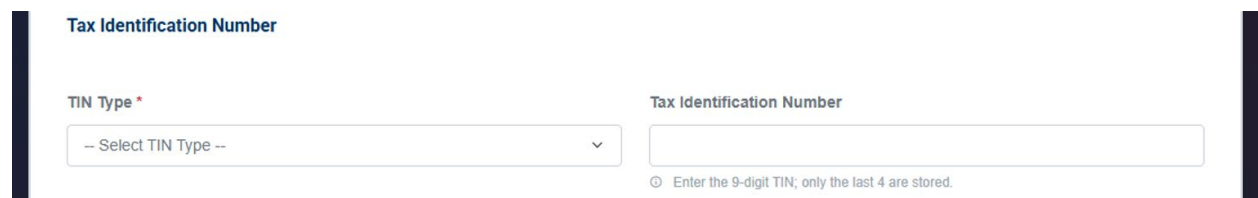
The drop-down choices for Entity Type include:

- Sole Proprietor / Individual
- Single-Member LLC (owned by an individual)
- Partnership
- Estate or Trust
- Corporation – Medical
- Corporation – Legal
- Corporation - Exempt (nonprofit)
- Corporation - All Other

Directions to complete Entity Type:

- Choose one drop-down.
- Commission guidance is to choose “Corporation -Exempt” or “Corporation - All Other.”
- If unsure, consult with the LEA’s fiscal department.

Tax Identification Number

A screenshot of a web form titled "Tax Identification Number" in blue text. Below the title, there are two fields. The first field is labeled "TIN Type *" in red and is a white drop-down menu with the text "-- Select TIN Type --" and a small downward arrow on the right. The second field is labeled "Tax Identification Number" and is a white text box. Below the text box, there is a small icon of a circle with a dot inside, followed by the text "Enter the 9-digit TIN; only the last 4 are stored."

The drop-down choices for Tax Identification Number (TIN) include:

- SSN or ITIN (Social Security Number or Individual Tax Identification Number)
- FEIN (Federal Employer Identification Number)

Directions to complete Tax Identification Number:

- Choose the Federal Employer Identification Number drop-down
- Enter the 9-digit Tax Identification Number
- Though all nine digits will be entered, only the last four numbers will be stored.

Payee Residency Status

Residency Status

Residency Status *

-- Select Residency Status --

☐ No services performed in California

☐ FTB waiver of state withholding attached

The drop-down choices for Residency Status include:

- California Resident
- California Nonresident

Directions to complete Residency Status

- Select California Resident
- Click on FTB waiver of state withholding attached

Certification

Certification

Authorized Representative Name *

Title *

Representative Email

Telephone *

Certification Date *

mm/dd/yyyy

Directions to complete Certification:

- Fill in the name of the Authorized Payee Representative.
 - Note: Often this is the name of the superintendent, Chief Fiscal Agent or some such.
- Fill in the title of the Authorized Payee Representative
- Fill in the email of the Authorized Payee Representative (optional)
- Fill in the telephone number of the Authorized Representative
- Choose the calendar the date that the form is being completed

Last, if the LEA has access to a hard copy/online version of an STD 204 as a matter of business, the LEA **must** upload a completed PDF STD 204 document, as noted below.

STD 204 (PDF)

Choose File

No file chosen

☐ Optional. Upload the signed STD 204 Payee Data Record PDF.