

## Host Organization Document Checklist

The following items are required for the MLSC to process reimbursement to host organizations. Please read carefully as missing information or incorrectly completed documentation can result in delayed payment. Reimbursement checks will be mailed within 25 business days of receiving all required documentation as set forth below.

**Organization Documents:**

- Certificate of Good Standing from the MA Secretary of the Commonwealth.
- Certificate of Good Standing from the MA Department of Revenue.
- A recently signed and dated W-9 tax form.

**Agreement:**

Companies are required to submit a signed Intern Sponsorship Agreement that includes the names of all interns for which you are requesting reimbursement. The Agreement template will be provided by MLSC.

**Offer Letter(s):**

An offer letter for each intern hired must be signed by both the company and the intern. It should include the starting date, pay rate, projected end date, and explicit mention of the employment being an internship.

**Reimbursement Summary Form:**

Submit a scan of the Excel spreadsheet (template provided by MLSC) which details the hours worked by the intern(s) and calculates the amount reimbursable. This document must be **hand-signed** by the intern(s) and intern supervisor(s) and must accurately represent the hours worked and amounts paid to the intern. This document will serve as the invoice.

- Only **hours worked** are reimbursable. Therefore, any amounts paid to the intern(s) for “holiday”, “sick”, or “vacation” hours will not be included in the amount requested for reimbursement.
- Companies may only request reimbursement for hours at up to the **regular hourly rate** paid or the **maximum pay rate of \$12 per hour**, whichever is less. All hours paid at a rate over \$12/hour will automatically be calculated for reimbursement at the maximum rate. Any overtime hours will be calculated for reimbursement at the regular – not overtime – rate, provided that the regular rate is not over \$12/hour.
- Companies can also seek reimbursement for employer-paid payroll taxes and payroll processing fees as itemized on the Summary Form as long as the total amount requested does not exceed the maximum \$2,880.

**Proof of Payment:**

Official documentation of amounts paid to the intern(s) can be in the form of **copies of pay checks, pay stubs, payroll registers, or earnings statements**. It is preferred that such documents are generated by a third party payroll service (e.g. ADP, Paychex, Intuit Payroll, etc.). If using an internal payroll system (e.g. QuickBooks) in which payroll is not processed by a third party, additional support in the form of **signed weekly timesheets** will be required. Proof of payment must show the company name, intern name, the date payments were made, the gross amount paid, **and hours worked (if hours are not displayed, timesheets will be required)**.