

## Company Document Checklist for College Interns

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

### Company Documents:

- Certificate of Good Standing from the MA Secretary of the Commonwealth (upload to application).
- Certificate of Good Standing from the MA Department of Revenue (upload to application).
- A recently signed and dated W-9 tax form (submit with reimbursement request).

### Agreement:

**Prior to the intern's start date**, companies are required to upload to their online application 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.

- If applicable, Amendments to this Agreement that identify names of interns added to or removed from the Agreement will also be required.

### Offer Letter(s):

**Prior to the intern's start date**, companies are required to upload to their online application an offer letter for each intern hired. It should be signed by both the company and the intern and include the starting date, pay rate, projected end date, and explicit mention of the employment being an internship.

### Reimbursement Summary Form:

Submit (via email) a scan of the Reimbursement Summary Form (Excel spreadsheet template provided by MLSC) which details the hours worked by the intern(s) and calculates the amount reimbursable. This document must be signed by a company representative 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 ("Jury Duty" hours OK).
- Companies may only request reimbursement for hours at up to the **regular hourly rate** paid or the **maximum pay rate of \$17 per hour**, whichever is less. All hours paid at a rate over \$17/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 \$17/hour.

### 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, and the gross amount paid. Companies can also seek reimbursement for employer-paid payroll taxes and payroll processing fees as itemized on the Summary Form.

**\* All reimbursement documents should be scanned and e-mailed to [internship@masslifesciences.com](mailto:internship@masslifesciences.com) \***