

## Internship Challenge

### 2024-25 Company Document Checklist

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

#### ☐ Company Documents (dated within past calendar year & uploaded to application):

- ☐ Certificate of Good Standing from the MA Secretary of the Commonwealth.
- ☐ Certificate of Good Standing from the MA Department of Revenue.
- ☐ Electronic Fund Transfer (EFT) Authorization Form (MLSC template provided).
- ☐ W-9 tax form with current address.

#### ☐ Intern Sponsorship Agreement:

Prior to the intern's start date, companies are required to upload a signed Agreement to their online application that includes the names of all interns for which you intend to request reimbursement. The Agreement template is available for download in the company application. If applicable, Amendments to this Agreement that identify names of interns added to or removed from the Agreement will also be required. Reimbursement cannot be processed until the Agreement and any Amendments are fully executed.

#### ☐ Intern 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, anticipated end date, and explicit mention of the employment as an internship. Reimbursement cannot be processed until all offer letters are submitted and approved by MLSC.

#### ☐ Reimbursement Summary Form:

Submit via email the Reimbursement Summary Form 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" or "vacation" hours will not be included in the amount requested for reimbursement. "Jury Duty" and "sick" hours are reimbursable, but only if paid as required by law.
- Companies must request reimbursement for hours at up to the regular hourly rate paid or the **maximum pay rate of \$20 per hour**, whichever is less. All hours paid at a rate over \$20/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 \$20/hour. Interns must be paid at least \$17 per 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 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 dates payments were made, and the gross amount paid. Interns must be W-2 employees paid at a frequency that is in accordance with Ch. 149, Sec. 148 of the MGL, and payroll documentation must reflect all applicable state and federal employment taxes.

**Reimbursement Summary Form with proof of payment must be e-mailed to [internship@masslifesciences.com](mailto:internship@masslifesciences.com) NO LATER THAN June 30, 2025.**