**Important Information Regarding the Cost Verification Form**

You are required to submit a completed Cost Verification Form with the appropriate supporting documentation with your application. Failure to submit the required documentation requested will result in an incomplete application and ineligibility to participate in the Childcare Assistance Program.

**Supporting Documentation:**
You are required to submit appropriate supporting documentation along with the Cost Verification Form on when you submit your initial application. Below is a list of acceptable forms of documentation:

- Copy of Childcare Provider accounting record, ledger card, invoice or statement
- Copy of personal checks (front and back)
- Copy of money order or cashier’s check
- Legible copy of bank statement showing electronic payment (transfer) of funds from bank account to the Childcare Provider
- Typed letter signed by the childcare provider (on the childcare provider’s letterhead) detailing names, dates of attendance, total monthly costs, and types/total of payments made

**Please Note:**
- Signing the Cost Verification Form authorizes the University to verify the information provided.
- The Cost Verification Form must be returned before the funds for the following quarter can be processed.
- Supporting Documentation must be attached to the Cost Verification Form.
- If there is a discrepancy in supporting documentation, the childcare provider’s records may take precedence.
Childcare Assistance Program Cost Verification Form

UW Tacoma Student Name: 
UW Student ID Number: 
UW Email Address: 
Phone Number: 

Childcare Provider: 
On-Site Manager: 
Phone Number: 

Type of Supporting Documentation (attached):
- Copy of childcare accounting record, ledger card, invoice or statement
- Copy of canceled personal checks (front and back)
- Copy of money order or cashier's check
- Legible copy of bank statement showing electronic payment (transfer) of funds from bank account to childcare provider
- Typed letter signed by the childcare provider (on the childcare provider’s letterhead) detailing names, dates of attendance, total monthly costs, and types of payments made

Please select and enter the expected dollar amount for the quarter you are providing the Cost Verification for:

- Fall Quarter
  Total Amount Paid from Sept 26 – Dec 14, 2018
  $ 

- Winter Quarter
  Total Amount Paid from Jan 7 – Mar 24, 2018
  $ 

- Spring Quarter
  Total Amount Paid from April 1 – June 14, 2018
  $ 

Please Note: All monies paid to the student are to be paid to the childcare provider indicated on the Childcare Assistance Application that is submitted to the Department of Student Engagement.

Student Signature: 
Date: 

Childcare Provider Signature: 
Date: 

OFFICE USE ONLY

Date Received: _________    Documentation Attached: _________    Staff Initials: ___________