



**MASSTECH INTERN PARTNERSHIP**  
**Summer 2016**  
**STIPEND APPLICATION CHECKLIST**  
**Attachment A-3**

Submit completed checklist and all attachments to [intern@masstech.org](mailto:intern@masstech.org)

**Please complete the following information:**

Company Name (DBA): \_\_\_\_\_

Legal Entity Name (if different from above): \_\_\_\_\_

Headquarters Address: \_\_\_\_\_

Intern Hiring Manager/Supervisor: \_\_\_\_\_

Student Intern(s) Name(s): \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_ Pay Rate: \$\_\_\_\_/HR

**Please attach the following.** MassTech Intern Partnership will use this information to verify [company and student eligibility](#) to participate in the stipend program.

- Company Profile as it appears on [TechGen](#)
- Student Intern(s) Profile(s) as it appears on [TechGen](#)
- A recently completed [W-9 form](#).
- Student Intern(s) Resume(s) (can be downloaded from [TechGen](#))
- Internship Posting(s) as it appears on [TechGen](#)

**Please read and check the following:**

- If accepted into the MassTech Intern Partnership, my company will need to confirm its participation by signing and returning an [Intern Sponsorship Agreement](#) that stipulates the general terms and conditions of the program's funding agency, the Massachusetts Technology Collaborative.
- The MassTech Intern Partnership is offering stipend subsidies for summer internships between the **May 1<sup>st</sup> and September 15<sup>th</sup>, 2016 program period**. Intern stipend subsidies are available on a reimbursable basis for up to 50% of payroll costs for up to 2 interns during the program time frame. The maximum reimbursement allowed is up to \$10/hour for a total of \$4,800 per individual intern.
- Stipend reimbursement is available only to [eligible](#) companies that hire [eligible](#) interns on a W-2 basis.
- When seeking reimbursement for intern stipend(s), all participating companies will need to provide necessary documentation, including official proof of payment of intern stipends, a recently completed W-9 form, and MassTech's [reimbursement checklist](#). The submission deadline for all summer reimbursement materials is **October 31<sup>st</sup>, 2016**.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_