Tuition Waiver Process

Tuition
Waiver
(TW)
Request is
emailed to
Field
Educator
(FE) List
Serv

FE submits
TW
Request
Form to
Field

Field sends email to FE about taxable income Field processes forms and sends to UB financial UB
financial
mails TW
Certificate
to FE's
home
address

Field sends Year End Report to UB financial. UB sends to Albany

Albany issues 1099 tax forms to FE's home addresses

Important Note: Tax Liability

If the total value of TW's requested are in excess of \$600 a 1099 will be issued and mailed to the FE's home address shortly after the end of the year.