

Instructions for Stipend for CMFO

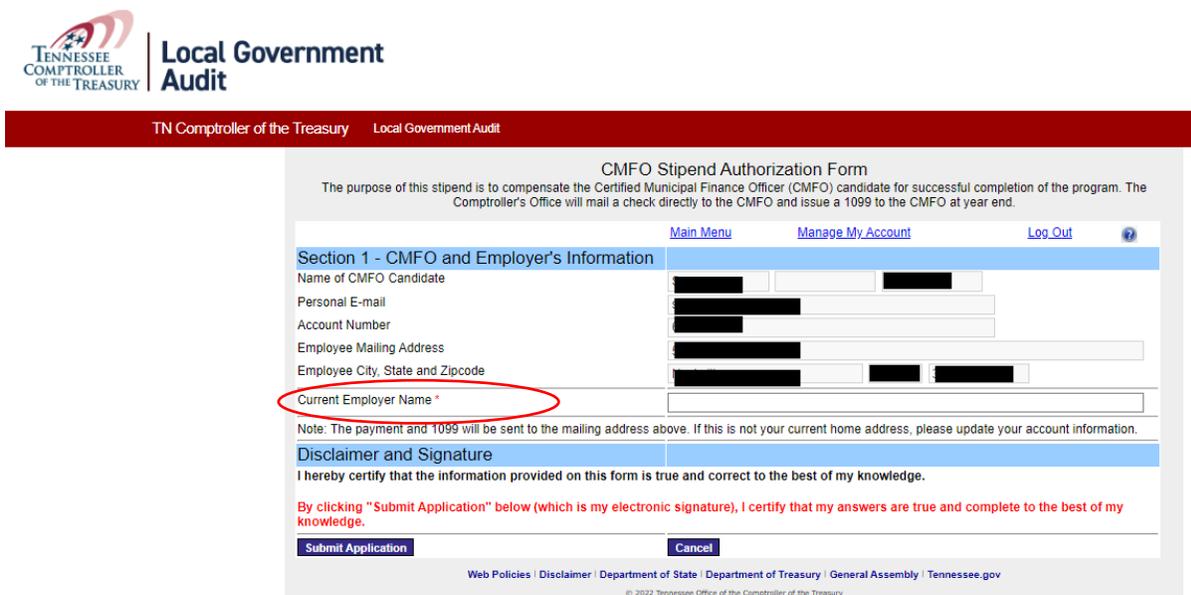
Stipends cannot be processed until all municipality course expenses have been reimbursed.

Step 1: Log into your account at <https://apps.cot.tn.gov/CARS/CMFOWelcome.aspx>

Step 2: Once you have logged into your account, click “Stipend Authorization Form”



The form should look like this.



Step 3: Enter your current Employer Name. Please note that you **must** be employed by a city employer at the time of completion of CMFO program to receive a stipend.

Step 4: Click “Submit Application”

Make sure that you have also submitted your W-9 to Patrick.Henderson@cot.tn.gov. You must submit your W-9 to receive your stipend check.

If you have any questions about any of the steps in submitting your reimbursement, please give us a call at 615-401-7841 or you can email us at LGA.Web@cot.tn.gov.