

Office of the Maricopa County School Superintendent



If you reside in unorganized territory and transportation is not provided by the attending school district, you may be eligible for mileage reimbursement by our office. All **new** mileage applicants must register on-line for their vendor number and W-9 submission. **Do not resubmit your vendor number if you previously registered.** To apply for mileage reimbursement:

1. Register as vendor with Maricopa County at <https://bit.ly/46qOO5P>
2. Once you have registered you will be contacted by Maricopa County Finance with a vendor number and a request to complete a W-9 form. No payments can be made until County Finance receives the W-9 form as this is IRS reportable income. A form is available online at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. If you have any questions about vendor registration, contact County Finance at (602) 506-3561 or finance@mail.maricopa.gov.
3. After completing the W-9 form, submit the Transportation Aid Application to our office so we can begin to process your Monthly Transportation Claim.

Enclosed you will find the necessary application needed to apply for unorganized territory mileage as well as the current claim form. A new application is required for each school year mileage is claimed. It is not necessary to resubmit a new application each month. Please complete every area of the form, leaving no blanks. Form **must** be signed by both the parent and principal of the school child is attending. Your residence parcel number can be found on your tax bill or online at <http://maricopa.gov/Assessor/ParcelApplication/Default.aspx>.

Once you have submitted the application to our office, you may begin completing and submitting monthly transportation aid claims. **Claims must be made within 60 days of the last date of each month.** For example, a claim for the month of August with the last date claimed of August 31, 2023 must be received no later than October 29, 2023. Both the parent (vendor) and the **principal** must sign the form attesting to the accuracy of the information provided.

Incomplete claims will not be processed.

Mileage reimbursement is payable only to a parent/guardian transporting a child or children **residing** in unorganized territory and attending a **public school**. Transportation of children attending charter schools or private schools from unorganized territory is ineligible for reimbursement. Mileage reimbursement is only applicable to **one round trip daily per family/household**. If you have any questions, please feel free to contact our office at FinanceDesk@maricopa.gov.

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Application for Transportation Aid

Please **print** the following information. **Incomplete applications will be returned and will not be processed until completed.** Please submit only one application per school year unless information changes. Thank you!

County Vendor Number & Name: _____

Name of Driving Parent: _____

Physical Address: _____

Mailing Address: _____

Parcel Number(s): _____

Home Phone: _____ Email Address: _____

Occupation: _____ Place of employment: _____

Child's residence while attending school: _____

If different from parent's address, please explain: _____

How far will the child live from the nearest school? _____

What is the distance to the nearest school bus stop? _____

Will you be sharing the driving responsibilities with other families? _____

If so, please provide the name(s) of the other parent driver(s): _____

(Use other side if more space is needed)

Child(ren) being transported:

Name	DOB	Grade	School Name & Address	AZ SAIS ID # (contact school)
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I do affirm that the above information is true and correct.

Driving Parent Signature: _____ Date: ____/____/____

Witness/Teacher: _____ Phone Number: _____

(Print Name)

Date: ____/____/____

(Signature)

School Principal: _____ Phone Number: _____

(Print Name)

Date: ____/____/____

(Signature)