



1600 South 25th East • Idaho Falls, Idaho 83404-5788 • 208.524.3000 • www.cei.edu

College of Eastern Idaho
Center for New Directions
1600 S 25th E
Idaho Falls, ID 83404

Dear Child Care Provider:

Our office, the Center for New Directions, administers a grant that assists our students here at CEI with their child care costs while attending school. As part of that process, payments are made directly to the provider from our business office. In order to enter your information into our payment system as a payee, we need a completed W-9 form. We have attached a copy of the form for you.

Please complete the form at your earliest convenience so that the student's application may be processed. You may return it to our office in the attached envelope, or you may scan it and email it to our office at cnd@cei.edu, or you may fax it to our office at (208) 525-3378.

In addition, if you are a provider that also has a business license as required by certain cities, please provide your business license number.

If you have any questions please feel free to call our office at (208) 535-5363.

Sincerely,

CEI Center for New Directions