JOY HOFMEISTER
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

January 29, 2020

Dear Superintendent:

Bonus payments for National Board Certified Teachers and school psychologists, speech language pathologists, and audiologists, based upon the approvals done through the Highly Qualified Teacher/National Certification Approvals on single sign-on on or before January 24, 2020, were made today. The allocation notices will be posted later this week to the Teacher Certification page on the State Department of Education website. Payments were made via electronic funds transfer.

Stipends that were marked approved but no payments received are being verified by the Department for eligibility. Payment will be issued once the verification is complete. The Department will contact your school district if any additional information is needed. Additionally, payments for approvals completed after January 24, 2020 will be made during the first or second week of February.

Please be aware of the following provisions related to the bonus:

- The bonus is subject to Social Security, Medicare, and Income Tax withholding.
- The bonus is not subject to Oklahoma "Teachers' Retirement" withholding (70 O.S. § 6-204.2).
- You are required to report the NBCT bonus on your School Personnel Report.
- Please use Source of Revenue 3412, Project Reporting Code 312, and *Object 171.* (Note: With Object 171, do not withhold Teachers' Retirement.) The description for the Source of Revenue and the Project Reporting Code is "National Board Certified Bonus". If you have other coding questions, please call the Financial Accounting Section at (405) 521-2517.

Per IRS rules, please pay your applicant(s) the $5,000.00 bonus (less the applicable Social Security, Medicare, and Income Tax) as soon as possible. You can view the bonus recipient data on the School District Reporting Site – Highly Qualified Teacher system – National Certification approvals. If you have additional questions, please contact Bunny Farley at (405) 521-4527. If you have questions regarding your payment, please contact Vonna Anderson in the Comptroller's Office at (405) 522-0164.

Sincerely,

Mathangi Shankar
Chief Financial Officer

cc: Phil Bacharach, Chief of Staff
Jeff Smith, Executive Director, Teacher Certification Division

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