



**HUCTW-Harvard University
Childcare Fund Verification Form
January 1, 2022 - December 31, 2022**



Verification forms need to be returned to the HUCTW office according to the following deadlines. Please submit one verification form per provider each quarter (example: Jan/Feb/Mar is the first quarter). Do NOT use this form if you put your award money into an FSA.

Verification Form DEADLINES:	For childcare for the months of:	Award included in paycheck:
February 18, 2022	January, February, March	March 25, 2022
May 13, 2022	April, May, June	June 17, 2022
August 19, 2022	July, August, September	September 23, 2022
November 4, 2022	October, November, December	December 2, 2022

Print, fill out, and return this form to the HUCTW Office by one of the following methods:

- Upload it to our secure server: huctw.org/submit-verification
- Email it to us: huctw.childcare@huctw.org (as scan or cellphone photo)
- Mail it to us: HUCTW Childcare Coordinators, 15 Mt. Auburn Street, Cambridge, MA 02138

Your name (parent): _____ Your Harvard ID: _____

Best daytime phone number: _____ Email address: _____

Your childcare provider needs to fill out and sign following section

Name of childcare provider: _____

Provider license number: _____

(In-home providers, please provide last 4 digits of soc. security number)

Provider's address: _____

This is to verify that I have provided/will provide childcare for:

_____ during the following months:

Name of child/ren

Signature of Childcare Provider _____

Date _____

IMPORTANT: Please write the total amount the parent spent on childcare for each month below. The childcare provider should sign above to confirm these amounts. If provider is unable to sign, we will accept receipts instead. Submit one form per provider each quarter (example: Jan/Feb/Mar is first quarter).

Jan 2022 \$ _____
 Apr 2022 \$ _____
 Jul 2022 \$ _____
 Oct 2022 \$ _____
 Feb 2022 \$ _____
 May 2022 \$ _____
 Aug 2022 \$ _____
 Nov 2022 \$ _____
 Mar 2022 \$ _____
 Jun 2022 \$ _____
 Sep 2022 \$ _____
 Dec 2022 \$ _____