



COAHEC Official Rent Receipt

Instructions:

- Fill this form out completely. Incomplete forms will be returned.
- If there is no landlord, i.e., Airbnb or hotel accommodations payment receipts must accompany this form.
- Email the completed form and supporting documentation to COAHECHousing@cuanschutz.edu with **"STUDENT-FOUND REIMBURSEMENT_-_STUDENT'S LAST NAME"** in the subject line.
- This receipt must be received in the COAHEC program office at COAHECHOUSING@cuanschutz.edu within 45 days of the last date of your rotation.

Note: Landlords are requested to provide students who have paid rental expenses during rural rotations with a completed and signed receipt. Please make sure to enter the actual amount paid by the student. This receipt is required for students to receive reimbursement for rental expenses.

Date: _____

This receipt certifies that the student whose name is mentioned below has paid the total amount of

\$ _____ for _____ # of nights lodging.
(Enter the total amount paid) (Enter the total number of nights)

First night of housing: _____ Last night of housing: _____

Landlord Signature: _____

Landlord Contact Information: (This may or may not be the address the student stayed at during their rotation.) (All information below is required.) PLEASE PRINT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Note for Students: You will be reimbursed for (one day's travel before your rotation and actual rotation dates only) for actual costs of up to \$23.00 per night. This receipt must be received in the COAHEC program office at COAHECHOUSING@cuanschutz.edu within 45 days of the last date of your rotation. Please complete the student contact information. (This is where your check will be mailed).

Student Contact Information

(All information below is required.) PLEASE PRINT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Disclaimer Tax Responsibility

Payments provided under the Colorado AHEC Student Housing Program may be considered taxable income under Internal Revenue Service (IRS) regulations, depending on an individual student's circumstances. While these payments are not reported by the University on a Form 1099, students are responsible for determining whether such payments are taxable and are responsible for reporting them appropriately when filing their personal income tax returns. Colorado AHEC and the University of Colorado cannot provide tax advice and students are encouraged to consult with the IRS or a qualified tax professional with any questions they may have regarding their individual tax obligations.