

IWT ROUTING SHEET

Please check off box when activity has been completed. Please forward to next person responsible. The completed routing sheet should be maintained in the central file.

Application:

- ORIGINAL in Central File
- COPY of Application to SCDEW IWT contact.

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Grant/Agreement:

- (BST) Authorized Business Signatures on 2 ORIGINAL documents.
- (BST) One ORIGINAL grant along with a copy of the W-9 in the **Central File**.
- (BST) One ORIGINAL grant will be mailed to the employer for their records along with a copy of the W-9.
- (BST) One COPY of W-9 to the SC Works Project Accountant.
- (BST) One COPY of the signed grant and W-9 to SCDEW IWT contact.