

**ON-THE-JOB TRAINING (OJT) PROGRAM
COMPLETION BONUS PROGRAM**
North Dakota Department of Transportation, Civil Rights
SFN 62475 (2-2024)

INSTRUCTIONS: OJT Trainees who have successfully completed their training program must complete this form to be eligible for the OJT Completion Bonus.

This form must be fully completed, dated, and signed, and include a current W-9 form. Return the completed form via email to: North Dakota Department of Transportation, Civil Rights Division, OJT Program Administrator - civilrights@nd.gov

If you need assistance completing this application, please contact us at: (701)328-3116.

NOTE: Submission of this form does not guarantee payment and is subject to funding availability.

TRAINEE INFORMATION		
Trainee Name		Address
Telephone Number	Email Address	Contractor / Employer

OJT PROGRAM DETAILS - TO BE FILLED OUT BY NDDOT		
Prime Contractor	Date of Completion	Program Hours
OJT Training Program		

A W-9 will be required with this form to process payment. The form can be found online at: www.irs.gov. Incomplete or partially completed forms cannot be processed.

Applicant Signature (e-signature accepted)	Date
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THIS SECTION FOR NDDOT USE ONLY		
NDDOT Authorized Signature	W-9 Received	Approved Amount
Notes		Date