TEXAS EDUCATION AGENCY

**Teacher Incentive Allotment Fee Form**

Please complete this form and remit with payment. Fee must be received by TEA on or before November 15, 2022. ***Note, total fees should reflect final data submission file.*** For LEAs with fees in escrow from previous years, please submit the difference.

***Per teacher put forth for designation fee - $500.***

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| --- | --- |
| **District Name** |  |
| District Mailing Address |  |
| County/District Number |  |
| Contact Person |  |
| Contact Phone  |  |
| Contact Email |  |
| Form submitted by |  |
| Number of teachers submitted for a new or higher designation |  |
| Amount enclosed | $ |
| Check Number |  |

Please send this form with a money order or check made payable to **TEA Teacher Incentive Allotment** prior to services being rendered (by the deadline that the data review is sent to Texas Tech University)**.** If the payment sent to TEA is not honored by the financial institution, TEA will not be able to complete the requested service.  Any bank fees assessed due to payment that is not honored by the financial institution will be the responsibility of the district. Failure to return this form with the correct or complete payment may result in a delay.

Districts that prefer to pay via wiring or ACH deposit should contact tia@tea.texas.gov for additional instructions. Note, you should also submit this form over email.

**Please send your payment(s) to the following address:**

**TEXAS EDUCATION AGENCY - TIA**

**P.O. BOX 13717**

**AUSTIN, TX 78711**