



## Instructions for Tax Packet Fiscal Year 2006-2007

The enclosed forms and documentation are required for payment. Please read, complete, and return them to the Bay Area Academy **immediately** using the enclosed envelope (extra postage may be required). If the **correctly** completed forms and documentation are not received by the Bay Area Academy at least **four weeks prior** to the date of service, you can expect a significant delay in your payment. Normal payment processing time is 9 to 12 weeks after the date of service.

*Please complete all highlighted sections on the forms and documents, paying special attention to the items in the checklist below.*

### Checklist:

- **Independent Contractor Service Agreement**
  - Enter date at the top of the page inside the box
  - Enter Social Security Number inside the box, under your name
  - Sign and date BOTH SIDES of the form at the bottom
- **Form SS-8 IRS Determination of Employee Work Status**
  - Enter your telephone and social security numbers at the top right of Page 1
  - Please answer:**
    - Page 2, Part I, Question 6
    - Page 2, Part II, Question 2
    - Page 3, Part III, Questions 3, 5, 6
    - Page 3, Part V, Signature, Title ("Trainer" or "Consultant"), Date, and Printed Name
- **SFSU Vendor/Payee Form**
  - Page 1, Section 3, enter your Social Security Number
  - Page 1, Section 4, check appropriate boxes for both "California Tax Purposes" and "Federal Tax Purposes"
  - Page 1, Section 5, enter signature, date, title (if applicable), and telephone number
  - Page 2, Section entitled "Certification", if applicable check appropriate box and enter certification number
  - Page 2, Section entitled "Gender/Ethnicity", check appropriate boxes (optional)
  - Page 2, Section entitled "Contact", enter your Phone and FAX numbers into "PO Contact Phone & Fax" and your email address into "PO Contact E-mail"
- **Invoice**
  - Enter Social Security Number
  - Enter phone, cell and fax numbers, and email address
  - Sign at the bottom

***Please keep a copy for your records and return the originals to:***

Anne Sausser  
Bay Area Academy/SFSU  
1600 Holloway Avenue, HSS 227  
San Francisco, CA 94132-4161