

FAQ – AIA Tournament Worker to Employee Transition

Q: Why are the Tournament Workers now Employees?

A: IRS standards and qualifications classify workers as Employees or 1099 contractors. Based on the standard tournament worker positions and duties, all are deemed employees and are required to be reported as such.

Q: What forms must each Employee fill out?

A: Federal Forms I-9, W-4, and Arizona State Form A-4.

Q: Where are these forms?

A: On the website, www.aiaonline.org – tournaments – policies/procedures - “AIA Employee Forms”

Also available in the AIA Office or by e-mail request from Accounting Department and at www.irs.gov and www.azdor.gov

Q: Can photocopies of the form be used?

A: Yes, you may photocopy any of the blank forms for distribution.

Q: What do I do with the Employee packets once completed?

A: Send all Employee packets (I-9, W-4, A-4 – optional Direct Deposit with voided check) to the AIA, preferably with a TIER summary page to identify first event worked.

Q: Do I have to have all the Forms for all the Employees before I can turn them in?

A: No, do not hold completed forms while waiting for others.

Employees will not receive payment until the 4 mandatory forms are completed and submitted.

Q: What about Police Officers and Certified Athletic Trainers?

A: Both Police Officers and Certified Athletic Trainers REMAIN 1099 contractors as they are independent professionals. They must still be listed on the TIER GRAY TAB Check Request page for payment. W-9 is required for Police Officers and ATC.

Q: Does anything change in the way I report the TIER?

A: There will be minimal change in TIER reporting. There will be one additional column to check that forms have been collected (a way for the Site Director / Assistant to track as well).

Q: Can Employees be paid by cash from the gate?

A: No, all payments will be issued by the payroll service, ADP. The cash payment method had been phased out many years ago, now with 100% compliance required. No exceptions.

Q: Do I need to gather these forms every event?

A: No, just one time per Employee. Once they are in the system they are in.

Q: What if some of the data changes? Address? Last Name? etc.

A: Utilize the AIA Change of Address Form on the website-emailed/faxed/mailed.

A: Change of Addresses noted on TIERS will not be updated. Use above noted form.

A: Last Name changes must have new forms signed and submitted.

Q: Can I submit forms for an Employee that will work but hasn't yet?

A: Yes, plan ahead for the next sport and/or season. If you are SURE that person will be working an event, yes, gather the data and they will be ready to go when you need them.

Q: Does the school keep a copy of the Employee forms?

A: No, all forms should be forwarded to the AIA.

Q: Can the forms be scanned and emailed back to the AIA?

A: Yes they may be emailed, however the signed originals should be sent to the AIA as each employees documents are securely scanned/stored. Originals are shredded for security.

Q: How will the Employees be paid?

A: Via payroll check or direct deposit if elected.

Q: When will the workers be paid?

A: The 'payroll' schedule is weekly. All TIERS received *and entered* by noon Wednesday will have payment that Friday (48 hour turn-around). If payment is by check, it will be mailed Friday morning. If payment is by direct deposit it will 'hit' Friday morning.

Q: Can Employees work the event without the forms being completed?

A: Yes they can work, however payment must be held until the 4 required documents are received as per Federal and State requirements; then payment will be in the weekly payroll run.

Q: Will the Employees get a W-2?

A: Yes, in January, each Employee will receive a W-2 for the preceding calendar year for tax filing purposes.

Q: Can a Site Director / Athletic Director verify their own documents on the I-9?

A: No, please have principal or HR manager verify and sign off.

Q: Has this created more work for the Site Director / Athletic Assistant/ Secretary?

A: No, ultimately it will be a reduction of administrative burden in that cash disbursement and signature gathering will be eliminated. Employee data will not need to be entered on every TIER just the initial one. Name and last 4 digits of SS# must be entered on each TIER.

Q: How will employees be differentiated from one another if they have the same name?

A: Each Employee is assigned a unique 4-6 digit Employee number.

Q: Is there any change in the way the Site Director is paid?

A: No, the same requirements still apply. All TIER and deposit documents must be received before Site Director payment is processed.