

## FAQ – AIA Tournament Employees

Q: Why are the Tournament Workers now Employees? (*as of 2012*)

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, <http://aiaonline.org/files/11713/aia-tournament-employee-forms.pdf>

Policies & Procedures – Tournament Employee Forms

Also available by e-mail request from Accounting Department.

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) to the AIA. Forms may also be scanned/emailed to the AIA Accounting office.

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 or TIERs while waiting for others to submit their forms. Employees will not receive payment until the 3 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, never reported as Employees. They must still be listed on the TIER Check Request page for payment. Gray for Police. Green for Athletic Trainers.

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

A: No, all payments will be issued by the payroll service. 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: Change of Address form is on the website – same place as the I-9, W-4, A-4. Bottom of page. <http://aiaonline.org/about/procedures-manual>

For a name change a new I-9, W-4, A-4 should be submitted.

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

A: Yes, plan ahead for the next sport 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, not necessary if all are forwarded to the AIA. If sent electronically, school may securely store or shred.

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

A: Yes they can be emailed, faxed, mailed or delivered. Forms will be stored electronically on a secure server. Hard copies will be shredded.

Q: How will the Employees be paid?

A: Via check from third party payroll service.

Q: When will the workers be paid?

A: The 'payroll' schedule is weekly during tournament season. All TIERs received *and entered* by noon Wednesday will be in that week's payroll run. Checks are scheduled to be mailed out on Friday mornings the week they are run.

Q: Can the Employees pick up their checks at the AIA office?

A: No, all checks are mailed as they are delivered to the AIA sealed and ready for stamping and mailing.

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

A: Yes they can work, however payment must be held until the 3 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 other administrator verify and sign off.

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. This is also why the last four digits of social security number are required on the TIER.