



New AWSL Employee Paperwork Instructions

AWSL is a division of the Association of Washington School Principals

In order to be paid a camp or program stipend, all AWSL employees must have three complete pieces of paperwork returned to AWSL and processed by the AWSP head office:

1. An I-9 form, which is good forever unless
 - you change your legal name **-OR-**
 - your green card or other temporary work authorization has expired or changed
2. A W-4 form (2017 W-4 forms are good for 2018)
 - W-4 forms are good forever under your legal name, but can be updated if you want to change your exemptions
3. A Direct Deposit Authorization
 - Your direct deposit is good as long as the bank account remains open under your legal name
 - You can submit a new/updated direct deposit at any time

It is your responsibility to bring your completed W-4 form and Direct Deposit Authorization, and adequate identity and employment authorization documents for your camp director to fill out an I-9 form to your first camp meeting. Do not leave that meeting until you and your director (or other camp staff person) have filled out your I-9 – it requires both of you. It is easiest if you hand over your W-4 and direct deposit at that time so your camp director can send all three forms in to the AWSL office with any other paperwork. Otherwise, please fax your forms to 360-497-5324 or mail to Van Anderson, AWSL • 2142 Cispus Rd • Randle, WA 98377.

Until you have completed and turned in these forms, you cannot receive your program stipend. You do not need these forms to receive reimbursement for mileage and other direct program expenses.

If you are unable or unwilling to provide the documentation needed to complete this paperwork, please contact your program director to arrange a way for you to serve the program as a volunteer or intern.