

McLean Youth Soccer Association
Employee Payroll Set Up
August 4, 2010

The following information is required to be completed and returned to the MYSA Treasurer in order to set you up on the MYSA payroll. Failure to return these documents *fully* completed by August 16th may delay your receipt of your payroll payment. Please contact the MYSA Treasurer with any questions (Eric Reed, email: treasurer@mcleansoccer.org, mobile: 703/585-5624, mail: 1107 Laurelwood Drive, McLean, VA 22102).

Required forms:

1. Form W-9, Request for Taxpayer Identification Number - If you have previously received check from MYS for coaching/training services, your W-9 is already on file and you do not need to complete a new form W-9 at this time unless you have changed your name.
2. Form W-4, Employee's Withholding Allowance Certificate.
3. Form VA-4 if you live in Virginia, MW507 if you live in Maryland, or D-4 if you live in DC for state payroll withholdings - Please fill out only the form based on the state where you live.
4. Form I-9, Employment Eligibility Verification (**see document requirements below**).
5. Payroll Direct Deposit Set Up/Change Form. We strongly suggest all employees receive their payroll via direct deposit into their bank accounts.

*Please ensure all your forms are fully completed, signed, and easily readable (print neatly in ink). **The forms and I-9 documentation must be received by the MYSA Treasurer by Monday, August 16, 2010 if you wish your first payroll payment to be made on a timely basis.***

Copies of all the forms are available on the MYSA website at www.mcleansoccer.org. Go to: MPS, Team Resources, Coaches, then choose the MYSA Employee Payroll Set Up documents (in .pdf files).

Other employment forms and documents will be requested or provided by MYSA at a future date to complete employment files and meet applicable laws.

*****Action Required***** Form I-9 is required of all employees. MYSA is required to verify that all employees are eligible to work in the US. You will not be paid until you provide MYS with this original documentation. Please read the documentation requirements in the instructions of Form I-9. Eric Reed, MYSA's Treasurer, will be available at the following times/locations to review your I-9 documentation (the guy in the MYS shirt and white MYS hat). Or, less desirably, you may call Eric and make alternative arrangement to show him your documentation.

Saturday, August 7 th	8-9 am	Greenberry's McLean (6839 Redmond Drive)
Friday, August 13 th	7-8 pm	Greenberry's McLean
Sunday, August 15 th	4-5 pm	Greenberry's McLean
Monday, August 16 th	10-11 am	LP2 in McLean (during MPS camp)