



A HANDS-ON HOMESCHOOL EXPERIENCE

Payroll Agreement

MUST BE COMPLETED PRIOR TO RECEIVING FIRST PAYCHECK.

Enrichment Academy is hiring you with the understanding that you are hired in as self-employed. You are required to complete a W-9 form to be turned in to Enrichment Academy. Therefore at the end of the year you will be issued a 1099 form to be filed with your taxes. If need be, please contact your accountant or tax representative on this matter, as Enrichment Academy will not be withholding any taxes from your wages. You will be required to handle all self-employment taxes that may apply.

Printed Name: _____

Employee's Signature

Date

Payment Policy: Payment for services rendered will be paid the 1st week of month after month worked. If Enrichment Academy does not meet the 1st week then check will be mailed. Teachers are responsible for signing in each Tuesday. This will verify classes taught. Payment will be made using sign in sheet. The sign in sheet will be located on the table marked "ENRICHMENT ACADEMY TEACHER USE".