

**Payroll Docs:**

**Please see attached IC agreement, W9 form and Invoice form.**

**Instructions for Payroll:**

1. **The IC agreement and W9 form** need to be turned in at least 3-5 business days prior to the first day of the event. Please note that the IC agreement can be E-Signed by typing your signature into the signature space and agreeing to the e-signature process.
2. The W9 will not accept an e-signature.
3. The invoice is the post event time reporting document that will need to be sent in after you work, preferably within 48 hours of your event. This form can also be E-Signed.
4. Please be sure to use the address you want your check mailed to in ALL documents and communications with us. Please be sure that your mailing address matches on ALL documents.
5. If you move or need to update your address, please complete all documents again and send to accounting department.
6. Please see ALL documents to [accounting@lucky415.com](mailto:accounting@lucky415.com) or fax to 415-358-4966.
7. **Checks are mailed out 2-3 weeks after the event. Please be sure all 3 documents are submitted.**