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**Your completed contract must be returned IMMEDIATELY in order to be processed. By law, you are not allowed to teach without a processed contract. Make a copy of your contract before returning. We need all pages of the original contract returned.**

**COMPLETION INSTRUCTIONS**

***Contract Instructions:***

* Please read the entire contract to confirm that all information is accurate.
* If there is any incorrect information written within the contract, draw a line through the incorrect information, initial near the line, and write in the correct information.
* Sign, date, list your UBI (Unified Business Identifier, if available) number plus your social security number or Employer ID number on the final page of the contract. Signing the contract means you accept the terms and conditions within the contract. If the contract is not signed, you will not have a valid teaching agreement with the college, the contract will not be processed and no payments will be made.

***W-9 Instructions:***

* Please complete the entire W-9 form, sign and date.
* You do not need to complete the W-9 form if you have already **completed and submitted the form to Tacoma Community College for the current year**. If you are unsure, please complete and return the W-9 form with the contract for processing.
* If you are to be paid under your business name and business tax identification number, you must list the business name and the business tax identification number on the contract and on the W-9 form.
* If you are to be paid under your name and social security number, please be sure to write your name and your social security number on the contract and on the W-9 form.
* You must list either your social security number or tax identification number on the contract and on the W-9 form. **The business office will not process your contract if you list a tax identification number on one document and a social security number on the other document. Names and numbers must match on both the contract and the W-9 form**. If they do not match, your contract will not be processed until corrections are made. These corrections may take several weeks to process and your payment may be delayed as a result.

***State of WA Retirement Status Verification Instructions:***

* Complete and sign **Section 2** only of this form. Please note this requires your social security number NOT your tax ID number.