



## ***VVS Musician Checklist***

Here is the checklist to assist you in submitting the necessary paperwork so that we can process your paycheck(s) for this season.

New musicians must accurately complete **ALL** of the listed documents in Sections 1 & 2.

All existing/continuing musicians must complete the documents in Section 1 and review Section 2 to determine if you need to update any information.

***You must return the required documents to the VVS Personnel Manager at the first rehearsal in order to be paid.*** (In most cases, you will be paid the day of the concert.)

***SECTION 1: Please bring the following documents and information with you to the first rehearsal.***

- Unless you have already mailed or e-mailed it to VVS, a signed copy of the Memo of Understanding - please retain a copy for your records.

***SECTION 2: New musicians must complete all the documents in Section 2.***

***Existing/continuing /musicians who have a changed address, marital status, name or tax withholding information - also must complete the Section 2 forms. Bring them with you to the first rehearsal:***

- W-4 - instructions are included.
- State of Arizona A-4 Form - instructions are included.
- Employment Eligibility Verification Form I-9 - instructions are included. All pertinent areas,. Please refer to page 4 of the form and ***bring the required document(s) to rehearsal.*** Our Personnel Manager will complete Page 3 after she verifies your document(s).

***THANK YOU for your prompt attention.***