



Arizona Interscholastic Association, Inc.
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Phoenix, AZ 85020

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IMPORTANT

TOURNAMENT WORKERS ARE AIA W-2 EMPLOYEES

AIA MUST HAVE THE FOLLOWING EMPLOYEE DOCUMENTS BEFORE ANY PAYMENT CAN BE ISSUED AS PER FEDERAL AND STATE REQUIREMENTS.

Site Director MUST gather this data ONE time ONLY for EACH Tournament Worker

Items 1-3 ARE MANDATORY - No Exceptions

- 1) I-9 **must** have **one item from LIST A**
OR one item from List B and one from List C
(See attached list for acceptable documents; must be presented)
- 2) W-4 Federal Withholding
- 3) A-4 Arizona State Withholding
- 4) Optional - Direct Deposit Authorization Form
VOIDED check MUST be submitted

These forms are available on the AIA website aiaonline.org , AIA office, email request, and will be included in the ticket distribution packet.

Once the Tournament Worker / Employee is established in the payroll database this information does not need to be collected with every TIER.

AIA will issue the AIA Employee #

Any questions please contact the AIA Tournament Coordinator or Accounting Dept.