**Accounting/Direct Deposit Details**

Vollenweider CPA Services, LLC

Howard Vollenweider

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**Independent Contractor payout info:**

Direct deposit form and I-9 to be submitted for each applicant at time of application

Contractors paid weekly, week ends on Sunday, direct deposit transfer occurs the next Friday

Weekly statistics collected at: spafoo.com/report

**Payment and Payroll necessary documents**

Direct deposit form

Form W-9

Form W-4

Form L-4

Form I-9

If the person is to be a contracted worker, they would complete the direct deposit form and form W-9.

**Administrative Staff**

If the person is to be an employee, they would complete the direct deposit form, form W-4, Form L-4 and form I-9.