

WELCOME TO WORKFORCE INT.



www.workforceinternational.org



Workforce International is an established organization that provides contract laborers to charitable organizations and charitable projects in the United States and around the world. Charities contract with Workforce International to supply contract laborers with a variety of different talents and experiences who are available to provide agreed upon services. As an independent contractor through Workforce International, you can operate as a sole proprietor and enjoy the flexibility of being self-employed while accomplishing the charitable goals that are meaningful to you.

WELCOME



SERVICES OFFERED

As an Independent Contractor through Workforce International, you can enjoy the flexibility of being self-employed while being compensated for the charitable work that you do.

- 01 Easy Payment**

Workforce disbursements occur on the 1st and the 15th of the month. Contractors have the option to schedule payments be set up on a recurring basis for either payment day or can submit one-time payment requests as need.
- 02 Tax Preparation**

Workforce issues each contractor a 1099 at the beginning of each new year. This 1099 make tracking your business expenses and reporting them to the IRS user friendly and efficient.
- 03 Resources and Support**

With our partners, we provide a number of different resources for each aspect of your sole proprietorship to assist you in making your charitable easy and efficient.



PROCESS TIMELINE

01

Application

To apply to be an independent contractor with Workforce International, we will need several documents. These are listed on Page 6.

02

Approval

Once your request to become an independent contractor has been approved, we will set you up in our system so you can begin to request compensation.

03

Payment Request

Payment requests must include an invoice describing the charitable work accomplished, be signed by the contractor, and submitted at least 5 business before the payment date.

04

Payment Processing

Workforce will review the request and the invoice, approve the request or reach out to clarify any issues, and initiate payment for the requested date.

05

Annual Compliance

Contractors who request recurring payments through out the year will need to submit a new recurring payment request at the beginning of each year.

06

Annual 1099

Workforce International will issue all contractors a 1099 at the beginning of the new year for the previous tax year.

FREQUENTLY ASKED QUESTIONS



WHAT ARE THE FEES?

Each month you receive payments from WI there is an administration fee of \$20 for that month.
Example: If you receive a payment twice in one month there will still only be one \$20 fee for the month.



DOES WORKFORCE DEDUCT TAXES OUT OF MY PAYMENTS?

No, it is your responsibility to keep track of funds that should be set aside for taxes. You will receive a 1099 by the end of January for the prior year's payments from WI reporting what has been earned as an independent contractor for the charitable work.



HOW DO I REPORT MY BUSINESS EXPENSES?

Your business expenses can be tracked through out the year and then reported on the Schedule C form of your taxes. The Charitable Catalyst website has several resources and recommendations for tracking your expenses and information on the Schedule C form.



KICKOFF CHECKLIST

- *Workforce Independent Contractor Agreement*
This agreement outlines the relationship between the contractor and Workforce International. This form is available on request.
- *Voided Check for Recipient's Bank Account*
This allows Workforce International to set the contractor to receive their compensation as a direct deposit to their account.
- *W-9 Tax Form for Recipient*
This is an official tax form that confirms the essential information on the individual being paid and assists Workforce International in issuing an accurate 1099 at the end of the year.
- *Invoice*
The invoice details the charitable work accomplished by the contractor and the amount of compensation they are requesting for that work. For additional information on the invoice, please review page 7.



INVOICES

To receive payment through Workforce International, contractors must submit invoices that detail their charitable work and the compensation they are requesting for that work. In order to be processed, these invoices must meet the compliance standards listed below.

CHARITABLE ACTIVITIES

On the submitted invoice, contractors should only list the charitable work that they personally have accomplished and should avoid listing expenses, work accomplished by another individual, or providing minimal description of activities.

CONTRACTOR SIGNATURE

All invoices should be submitted with the signature of the contractor included. Signatures should either be physically written on the invoice or be an official digital signature with a time and date stamp.



NEXT STEPS



Thank you!

We look forward to serving you!
Please using the information below
with any additional questions. To
apply, please go our website below
and select “Apply Now” in the upper
right hand corner.



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www.workforceinternational.org
