

Venice Art Center Inc



390 S. Nokomis Ave Venice FL 34285

Tel 941-485-7136 Fax 941-484-4361

www.veniceartcenter.com

Application For Instructional Position

Name _____ Date _____

Address _____

Phone Numbers _____

Email _____

Describe Your

Class _____

Please give a brief statement of your teaching / art experience or attach bio

Days & times available

Please return to Venice Art Center along with Biography and photographs of your work.

Your application will be reviewed and you will be called for an appointment.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



Venice Art Center

390 S. Nokomis Ave Venice FL 34285

Tel 941-485-7136 Fax 941-484-4361

www.veniceartcenter.com

Employment Contract for Instructors

Instructors: Please keep a copy of this contract for your records.

- 1. We require all instructors to be a member of VAC.**
- 2. VAC requests that all instructors display work in our sales gallery. It is a great advertisement for your classes.**
- 3. The following forms are required to be signed, dated and returned to VAC prior to your first class: Application, Biography, Form W-9, Material List, Signed contract.**
- 4. Check in with the Executive Director or staff one week ahead of your first class date to see how many students have enrolled and to confirm class scheduling.**
- 5. Arrive a minimum of 15 minutes early for your class to make sure the classroom is 'set up appropriately' prior to the arrival of your students. This is critical for children's classes that a adult teacher be in the room supervising all kid's classes. If this rule is not followed, it jeopardizes the wellbeing VAC, and instructors will not be allowed to teach the following season. We take the safety of our patrons very seriously. If help is needed with the set up, please ask our custodian.**
- 6. Teachers and students are responsible for leaving their classrooms in a neat and orderly manner. All equipment should be placed back in the proper storage location. All garbage should be in the trash cans, the room should be in an orderly condition with tables cleaned off and sinks and floors should be in reasonable condition. This may need to be addressed with the students in the class. All easel tops must be reattached if removed during class. Please respect the next teacher, students and the staff by being responsible and cleaning up and straitening up at the end of class. It is a group effort that we all need to be a part of.**
- 7. Check in with a volunteer at the front desk to see that all students have paid for the class. If there is a discrepancy, please alert the volunteer coordinator so we can remedy the situation. If a individual is not on the sign in list it is the responsibility of the instructor to send them up to the front desk to find out what is wrong with their registration. If the instructor does not alert the staff that there is a unpaid or unregistered student, then VAC is not responsible for payment to the instructor for that individual .**
- 8. Keep a copy of your class list so you can get in touch with your students if necessary.**
- 9. VAC will endeavor to advertise all classes and workshops, however, please feel free to promote yourself by word of mouth, flyers or brochures; all of this helps and we all benefit.**
- 10. Instructors are paid after the class is over. The teacher is responsible for turning in the proper, completed forms to the volunteer coordinator. After the forms are complete and reviewed, a check will be issued. We will hold the checks in the E.D.'s office until the end of the working day on the following Tuesday. It will then be mailed if it has not been picked up in person. The rate is 55% of the member's fee.**
- 11. VAC is a non-profit organization, all teachers are considered subcontractors. You will receive a 1099 for your earnings if you exceed \$600.**

Instructors Signature

Date