

**Southwest Region Conference Local School Employee
Substitute Teacher Payroll Form**

Conference pays 100% for substitute for the teacher's absence. The school is to remit the substitute form by the 2nd or the 17th of each month. Substitute checks will be sent directly to the substitute teacher. No advances will be given for reports received after the 2nd or the 17th of the month. **Days worked between the 1st and 15th get paid on the last business day of that month; days worked between the 16th and 31st get paid on the 15th of the next month.**

Name of Substitute: _____

Name of Teacher: _____ School: _____

Specific Reason for Absence: _____

THIS SECTION TO BE FILLED IN BY THE PRINCIPAL AND/OR SCHOOL TREASURER

Complete Days and Dates Substituted:

Substitute Rate Scale: **\$65.00**

Half Days and Dates Substituted:

To figure amount to be sent in to the Conference Office of Education

Total No. of Days Substituted: _____ X Substitute Rate: \$ _____ = Total \$ _____

Date Request Mailed: _____ Approved by: _____
(School Board Chair or Principal)

COPY PROVIDED TO THE SCHOOL BOARD CHAIR OR TREASURER

THIS SECTION TO BE FILLED IN BY THE CONFERENCE OFFICE OF EDUCATION

Total Allowance: _____ Approved by: _____

Account #: **838105-1212**

Account Name: **SUBSTITUTE TEACHER**

Please Note: All NEW substitute teachers must submit the following three forms and they must be on file for each substitute teacher who wishes a paycheck:

*I-9 Form for the Immigration & Naturalization Service. The employee should complete section 1. Copies should be made of the documents that satisfy section 2. Enclose copies with the I-9 Form.

*W-4 IRS form for declaring your marital status and claiming allowances for withholding federal taxes.