**Information needed from BIY Contractors and Employees:**

1. Resume
2. Signed offer letter
3. Signed last page of the HR Manual [HR Manual](https://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-hr-employee-manual.pdf)
4. [CORI Criminal Record Clearance](https://www.mass.gov/doc/adult-personal-request-form/download)
5. Picture of Passport or Driver’s License
6. For non-US citizen, picture of employment authorization documents, like CPT, EAD card
7. Picture of Social Security card
8. Playful square picture for the BIY Team Page
9. Playful bio

See: <https://build-it-yourself.com/s-crew/index-crew.php>

**For Contractors who are paid via PayPal:**

1. [W-9 Tax Form](https://www.irs.gov/forms-pubs/about-form-w-9)
2. PayPal Account ID or Email
3. [Time Sheet](https://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-invoice-name-yymmdd.xlsx) (Please keep current with descriptive notes and submit at the end of each month)
4. BIY will send you a 1099 tax form in January summarizing your income for the previous year if you earned more than $600. You will be responsible for paying any taxes due for income, social security, and Medicare tax deduction.

**For Employees who are paid via Gusto:**

1. [W-4 Tax Form](https://www.irs.gov/forms-pubs/about-form-w-4)
2. [I-9 Immigration form](https://www.uscis.gov/i-9)
3. A void personal check for direct deposit payments.
4. [Time Sheet](https://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-invoice-name-yymmdd.xlsx) (Please keep current with descriptive notes and submit at the end of each month)
5. You will receive a W-2 tax form in January summarizing your income for the previous year if you earned more than $600.