

Hello,

In an effort to increase efficiency and reduce costs, St. Vrain Valley School District (SVVSD) is using electronic payments for officiating services (officials) through Wells Fargo Bank.

What does this mean to you? Instead of receiving a manual check from the School District for each assignment, payment for officiating services will be deposited directly into your personal bank account. The electronic payment will be processed on a two-week basis beginning the first week in September. Instead of receiving one check for each assignment, you will receive one direct deposit from each location that you worked. Your direct deposits will be processed every two weeks on the same day.

In order to establish your information on the Wells Fargo system, we need the following documents:

- IRS form W9 (attached with this letter)
- Cancelled check (the account you use to have payment deposited)
- A list of school(s) you regularly officiate.

These documents should be mailed or delivered to Joanne Harbert by return email at the address below.

Joanne Harbert, Internal Auditor
395 South Pratt Parkway
Longmont, CO 80501

Please contact Joanne Harbert at [303-682-7210](tel:303-682-7210) (harbert_joanne@svvsd.org) or Donna West at [303-682-7217](tel:303-682-7217) (west_donna@svvsd.org) if you have any questions about this process.

Thank you,

Joanne Harbert
District Accountant
St. Vrain Valley School District
harbert_joanne@svvsd.org
[303-682-7210](tel:303-682-7210)
District extension 57210