

On-Line Systems W-9 Contractor Invoice and Payment Procedure

This policy is designed for payment of individuals who have incorporated their consulting practices and are thus eligible to be paid on a W-9 basis.

It is On-line Systems' policy to pay consultants promptly for hours worked, along with reimbursement for any authorized expenses. **However, this policy is necessarily dependent upon the cooperation of consultants in the prompt and accurate submission of required paperwork.** Exception processing is error prone and costly, and your assistance is needed to avoid it.

Invoices are paid on a bi-weekly basis on Fridays. The schedule for payment processing and the periods that invoices should cover can be found at www.On-LineSystems.com under **W-9 Subcontractor Forms** in **Consultant Forms**. You have an option of having the check mailed out on that Friday, or having the funds direct deposited into your checking account, with the credit to your account showing up the following Thursday. If you want to utilize the Direct Deposit Option, please contact Siri for the appropriate paperwork to set this up.

Contact for invoices:

Invoices by Email: Billing@On-LineSystems.com

Mailing Address:

On-Line Systems
3301 Buckeye Road
Suite 500
Atlanta, GA 30341

**Inquiries: Siri Hatcher / 404-315-4455 x122 / Siri@On-LineSystems.com /
Fax 1-800-810-4655 or 404-315-4457**

TIME REPORTING

- If paper time sheets are being used, a copy of **signed** time-sheets should be faxed to 404-315-4457 no later than 4:00 p.m. EST on the Tuesday of a payroll week. Time-sheets not signed by the client will be accepted on an occasional basis to allow for instances where the signing authority is not available due to vacation or pressing business reasons, **to be followed with a signed sheet as soon as possible.** All time-sheets must have the consultant's signature. While the current payment cycle may be paid without a signed time-sheet, any future payments will be held until signed documents are received for previous cycles. OSI cannot invoice the client until a signed time sheet is received. **Abusers of this policy will not receive any payments until signed time sheets are submitted.** It is not our responsibility to call and remind you to send in your time sheets.

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- If the Client is utilizing an Electronic Time Entry System, time reporting must be entered according to the Client's schedule, but in no event later than close of business on Monday.

INVOICES AND EXPENSE REPORTS

- Invoices must be received via either postal or delivery service at the addresses above, or by e-mail (Billing@On-LineSystems.com) by 9:00 a.m. EST on Wednesday for processing that week. Faxed invoices are not acceptable. **You must submit an invoice, even if you are entering your time utilizing the Client's Electronic Time Entry System.** A signed W-9 must be received prior to issuance of your first check or Direct Deposit. At a minimum, invoices should include the name of the company you are billing (On-Line Systems), the date of the invoice, the name of your corporation and remittance address, name of contractor providing the service, period of time covered by invoice, number of hours, billing rate, and amount of invoice. If deadlines are missed for invoice submission, payment will be made on the following Friday by check, assuming receipt of invoice by Monday of that week, or by Direct Deposit on the next cycle.
- Expense Reports (when applicable) are acceptable only for Client approved expenses. Faxed Expense Reports are acceptable, but the amount of any Expense Report should be included as a separate line item on the invoice. Expense report items are paid to your corporation, not to you as an individual, for IRS purposes. Expense Reports must be accompanied by copies of receipts, and must be received prior to processing of the invoice they are included on. You should retain the original receipts for your own IRS audit requirements. Expense Reports for any expenses over 45 days old will not be honored. (You may be instructed to fax copies of Expense Reports and receipts to conform to Client deadlines). If Clients have more stringent guidelines for expense reporting, you will be informed thereof and will need to follow those guidelines in order to be reimbursed.

Remember, it is **your** responsibility to ensure that you get your paperwork in on time. An exception **may** be made to our processing rules on an **occasional** basis, but failure to abide by these guidelines can result in a lengthy delay in processing your payments. If a request is made and honored to process an Invoice outside of these guidelines, a \$20 charge will be made. If FedEx service is requested, you will be assessed a charge of \$25 for standard overnight weekday delivery, \$35 for Saturday delivery.

While not an enjoyable task for anyone, documentation and paperwork is a fact of life in the consulting industry. We are simply laying the groundwork required so that we can process these efficiently and provide you with prompt payment for your efforts. We appreciate your cooperation in adhering to these guidelines.