



Dogwatch Security and Traffic Control, LLC  
P.O. Box 592986, San Antonio, TX. 78259  
830-714-5503

## PAYMENT PROCESSING POLICIES

**Dogwatch Security and Traffic Control, LLC** subcontracts Full-Time and Reserve Texas Peace Officers, herein referred to as Independent Contractors, to provide traffic control and/or security services for our clients. Payments for services rendered are paid directly to **Dogwatch Security and Traffic Control, LLC** by our clients. **Dogwatch Security and Traffic Control, LLC** is solely responsible for payment dispersion to each individual Independent Contractor working on behalf of **Dogwatch Security and Traffic Control, LLC**. With this being said, no Independent Contractor should inquire about their pay with any client of **Dogwatch Security and Traffic Control, LLC**. Any inquires brought to our attention may lead to termination of employment with **Dogwatch Security and Traffic Control, LLC**.

### PAYMENT BY CHECK -

- All checks are mailed to the address listed on the Independent Contractor's W-9 form.
- All checks are VOID if not cashed within ninety (90) days from the date the check was written.
- Checks lost in the mail, stolen, washed, misplaced, thrown in the trash etc. Will be replaced and a replacement fee will be assed accordingly.
- The Independent Contractor will be charged a fee for the issuance of a NEW check which covers the stop payment and replacement fee of a check. NO EXCEPTION

Stop Payment Fee:           \$24.00 USC (per check) This fee is subject to change according to RBCU SPF

Replacement Fee:           \$2.50 USC                   This is a processing fee to reissue a replacement check, write the original check off accounts payable, and then justify it back through the general ledger.

### PAYMENT BY DIRECT DEPOSIT –

- **Bank Name** \_\_\_\_\_
- **Routing Number** \_\_\_\_\_
- **Bank Account Number** \_\_\_\_\_

Work Week: Begins on **Sunday** and ends on **Saturday**.

- Checks are mailed bi-weekly (every other Saturday)
- Independent Contractors are **ONLY** compensated for services rendered accordingly.
- **Dogwatch Security and Traffic Control, LLC does NOT take taxes out of your paycheck. All Independent Contractors WILL BE ISSUED A 1099 at year's end and are responsible for claiming these payments on their own personal taxes.**
- **NO ADVANCED PAYMENT WILL BE AUTHORIZED FOR ANY REASON**

INDEPENDENT CONTRACTOR'S INITIALS: \_\_\_\_\_

Prepared by Dogwatch Security and Traffic Control, LLC (2018)