

Note Taker Registration Instructions

College employees are ineligible to be note takers

Note Taker registration consists of completing the four forms found at this site and returning the forms to Disability Services within the third week of semester. **If you have any questions about completing these forms please call Disability Services at 770-528-4529 or at 770-975-4099.**

You will be regarded as a volunteer note taker at the start of the term. Once you have completed the necessary forms and submitted to Disability Services, you will be eligible to be a paid note taker earning \$100 for taking notes for a student with a disability for the semester. Should the student withdraw from the course, you will be paid \$50.00. You will not be paid for these services until after the third week of the following term and after you have turned in your time sheet to Disability Services promptly following completion of the course.

1. Note taker Agreement

- All information on this form is required.
- Your check will be mailed to the address on this form provided you turned in required paper work at the start of the term and turned in your time sheet at the end of the term.
- You will be paid only \$100 for note taking services per class, not per student.

2. W9 Tax Form

- Print your name and address.
- Print Social Security number.
- Print phone number.
- Sign and date the form then submit this form.

3. New Vendor Information Sheet

- Print your name on 'Name 1'.
- Your 'Tax Identification Number' is your Social Security number.
- Print your address to include city, state, zip under the heading 'Location.'
- Print your phone number and email address under the heading 'Phone.'
- Check appropriate box under 'User Classification.'
- Print your name for 'Vendor Contact'
- Under 'Title' write Student.
- Sign your name next to 'Vendor Signature' and record the date you submitted the form.

These three forms should be completed and **submitted to Disability Services by the first three weeks of the term** in order to be paid at the end of the term.

4. Note Taker's Time Sheet

The 'Note Taker Time Sheet' should be completed by the note taker and submitted with correct dates to Disability Services. The form must be received by the coordinator during the last week of the term or services will be considered voluntary for the term in which notes were taken.