

# Income Self-Certification and Request for Stipend Payment

Board of Supervisors Appointed Members of Boards/Commissions/Committees

## About the Board/Commission/Committee Stipend Program:

- Commission members who choose to participate in the stipend program must self-certify to income requirements annually each July (see “Self-Certification of Income” below)
- Stipend amount is \$50 per Board/Commission/Committee meeting
- Stipend payments will be paid each July for meetings attended January – June, and each January for meetings attended July - December
- Checks will be payable to the commission member only
- Receipt or waiver of stipend will not affect eligibility or selection for commission appointments and this stipend self-certification is not part of the commissioner application process; this self-certification and your voluntary receipt of meeting stipends is confidential
- The County will issue an [IRS Form 1099](#) for stipend payments totaling more than \$600 annually. Stipend payments may be taxable income. Please consult your tax professional for more information
- Members of boards/commissions/committees will be required to complete an [IRS Form W-9](#) and register as a payee of Marin County in the [County's vendor system, Munis](#). See below for form, link, and instructions
- Members of Commissions who receive a stipend will be required to attend a State of California Ethics Training prior to receiving payment. This free training is available at <https://localethics.fppc.ca.gov/login.aspx>

## Part 1: Self-Certification of Income

I, \_\_\_\_\_, certify that I am an appointed member of a Board, Commission, or committee conducting public business for the County of Marin; and I certify that my household income falls below the following Self-Sufficiency Standard<sup>1</sup> for Marin County (see income table below):

Household Size	Annual Income
1 Adult	\$ 67,334
2 Adults	\$ 82,540
1 Adult, 1 Child <sup>2</sup>	\$ 114,710
2 Adults, 1 Child	\$121,108
1 Adult, 2 Children	\$144,657
2 Adults, 2 Children	\$149,089
Each Additional Child	Add \$23,276

(1) Self-Sufficiency Standard adapted from the University of Washington “Insight Family Needs Calculator (2021). More information at <http://www.selfsufficiencystandard.org/california>

(2) “Child” refers to any dependent claimed on your federal tax return

**Commission/Board/Committee Member Name:**

**Board/Committee/Commission Appointed To:**

**Member Phone Number:**

**Email:**

**Mailing Address:**

**City:**

**State:**

**Zip**

**Signature:**

**Date:**

## Income Self-Certification and Request for Stipend Payment

Board of Supervisors Appointed Members of Boards/Commissions/Committees

### Part 2: Meeting Log and Request for Payment

- Deadline to request stipend payment: **July 31** (for July - June meetings in the previous fiscal year)
- Please submit this form for each stipend payment you request during your appointment term
- If this is your first stipend payment request, please complete the IRS Form W9 (below), and register to receive payments from the County Payment System, Munis at <https://selfservice1.marincounty.org/vss/Vendors/default.aspx>
- If you have previously submitted a Form W9 and/or registered in Munis, you do not need to register again unless there has been a change to your name, taxpayer status or banking (direct deposit) information
- For questions about the stipend program, or assistance with your application, please contact the staff liaison assigned to your board/commission/committee, or contact the Office of Equity at [Equity@marincounty.org](mailto:Equity@marincounty.org) or (415) 473-6361

Please enter each commission/board/committee meeting you have attended in the previous year (July – June) in the space below:

	Commission/Board/Committee	Meeting Date	Start Time	End Time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**Total Meetings Attended:**

.....**Total Stipend Amount:**

I certify that I attended the Board/Commission/Committee meetings indicated above, and that I meet the household income guidelines as indicated in the *Board/Commission/Committee Stipend Program Self-Certification*:

Signature:

Date:

Name  
(Print):

Board/  
Commission/  
Committee: