

## Invoicing/Payment Information for BVA Lesson Providers

Thank you for working with students enrolled in Bridges Virtual Academy to provide academic enrichment opportunities. You are likely reading this because you've been asked to be a lesson provider for a student who is enrolled in our school. Below you will find some useful information regarding the invoicing process for lessons requesting to be paid from a BVA student's allotted funds.

- An invoice is **required** if lessons are to be paid using a BVA student's allotted funds. The invoice should be created by the lesson provider and forwarded on to the BVA student's family. It is the BVA family's responsibility to accompany the invoice with their completed Lessons Request form when utilizing their child's allotment funds to pay for lessons. BVA has a mailbox set up exclusively for families to email lesson requests/invoices: [lessons@bvaedu.org](mailto:lessons@bvaedu.org).
- **An invoice** submitted to the BVA office **should include the following information:**
  - 1.) Lesson provider's name and contact information (address, phone number, email address)
  - 2.) Student's name
  - 3.) Dates lessons will occur (NOTE: limited to the school months of **September thru May**)
  - 4.) Total number of lessons invoiced
  - 5.) Price per lesson (if applicable)
  - 6.) Total amount invoiced
- All lesson providers must adhere to the Merrill Area Public School's business office requirements to be a paid vendor of the district. This includes the following:

**W-9 Form:** ALL lesson providers MUST have a current W-9 on file at the BVA office prior to processing payment. (Blank forms available on the BVA website)

**ACH/Auto Deposit:** The Merrill school district has gone exclusively to an ACH Direct Deposit payment system. Therefore, all BVA lesson providers requesting payment need to have ACH direct deposit information on file at the BVA office. (Blank forms available on the BVA website)

**Note:** Lesson providers can email completed W-9 and ACH forms to the BVA office at: [lessons@bvaedu.org](mailto:lessons@bvaedu.org)
- *BVA allotted funds can be used to pay for lessons that occur between September 1<sup>st</sup> and May 31<sup>st</sup>.* BVA does NOT allow allotted funds to be used to pay for summer lessons (June 1<sup>st</sup> to August 31<sup>st</sup>).
- BVA prefers to be invoiced 'per semester', unless otherwise arranged. First semester is noted to be September through January; second semester is noted to be February through May.
- Invoices for lessons scheduled to take place between September 1st and May 31st can be submitted to the BVA office beginning July 1<sup>st</sup> through February 14<sup>th</sup>. All invoices for the concurrent school year must be received in the BVA office NO LATER THAN 4:00 PM on February 14<sup>th</sup>.
- Payments to lesson providers will begin to be processed mid-October as public school funding becomes accessible to WI school districts. Due to the process of closing out the working fiscal year beginning in April, no additional payments will be made to lesson providers after April 15<sup>th</sup>.
- Student allotments are a set amount of funds based on grade level and are used for curriculum, supplies, lessons, online resources, etc. In the event that a student's allotment is used up prior to invoicing, any unpaid balances for lessons become the responsibility of the student's family.
- In the rare occurrence that a lesson provider and BVA student agree to suspend or abandon prepaid lessons, a refund check for the unused portion of the pre-paid lessons should be made payable to *Merrill Area Public Schools* (or *MAPS*) and sent to Bridges Virtual Academy, 1201 N Sales Street, Merrill WI 54452.