



Income Self-Certification and Request for Stipend Payment

Board of Supervisors Appointed Members of
Boards, Commissions and Committees

Part 1: Self- Certification of Income

Instructions

1. Complete the *Income Self-Certification and Request for Stipend payment* below. This form will be electronically forwarded to the staff liaison assigned to your board or commission.
2. Alternately, you may print this form, and give directly to your commission's staff liaison.
3. Before you can receive your first stipend payment, you must register as a payee in the County's financial system, Munis. Please visit [Marin Vendor Self Service Page](#) (opens in a new window) or contact your commission's staff liaison for assistance.
4. **You only need to register with Munis once. If you have previously registered as a vendor with the County, you do not need to register again.**
5. Only request payment for commission meetings that you attended. If you missed a meeting, please skip that date on the "meeting dates" tracker below.
6. Your staff liaison will let you know if additional information is needed to process your stipend payment.

About the Board/Commission/Committee Stipend Program

- Commission members who choose to participate in the stipend program must self-certify to income requirements (see "Self-Certification of Income" below)
- Stipend amount is \$50 per Board/Commission/Committee meeting
- Stipend payments will be issued according to the schedule determined by each commission's County staff-member liaison. At a minimum, payments will be issued once annually.
- Checks will be payable to the commission member only
- This self-certification and your voluntary receipt of meeting stipends is confidential. 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
- The County will issue an IRS Form 1099 (opens in new window) 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 register as a payee of Marin County in the County's vendor system, Munis (opens in a new window) in order to receive stipend payments. Please inquire with your board or commission County staff liaison for assistance with Munis registration
- 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 [AB1234 Local Ethics](#)

Training (opens in a new window)

Your Contact or Message Phone Number *

Entry must be ten numbers.

HOUSEHOLD SIZE	HOUSEHOLD ANNUAL INCOME
1 ADULT	\$66,310
2 ADULTS	\$81,286
1 ADULT, 1 CHILD	\$112,944
2 ADULTS, 1 CHILD	\$118,893
1 ADULT, 2 CHILDREN	\$142,771
2 ADULTS, 2 CHILDREN	\$146,931
EACH ADDITIONAL CHILD	Add \$28,038

Date *

Month Day Year

Name of Commission/Board/Committee On Which You Are Serving: *

Your Contact Email *

enter in format: "example@example.com":

Commissioner Signature

Type your signature below: *

Please type your full name

Your Mailing Address *

Mailing Address or Post Office Box

Mailing Address Line 2

- Please submit this form for meetings you have already attended in the previous year.
- If you attend more than 12 meetings in the time period you are requesting payment for, please provide the **additional** meeting dates/times to your commission's staff liaison.
- If this is your first stipend payment request register as a payee in the County payment system, Munis at: Marin Vendor Self Service Page (opens in a new window). If you have previously registered in Munis, you do not need to register again unless there has been a change to your name, taxpayer status, or banking info
- Please only list meetings that you attended for your board/commission/committee. Do not enter scheduled meetings that you did not attend
- For questions or assistance, please contact the staff liaison assigned to your board/commission, or contact commissions@marincounty.org

Part 2: Meeting Log

Please enter each commission/board/committee meeting you have attended in the previous six-months (July - December or January - June) in the space below:

Commission/Board/Committee	Meeting Date (Enter in format mm/dd/yyyy)	Start Time (Enter in format 00:00 AM or PM)	End Time (Enter in format 00:00 AM or PM)
1			
2			
3			
4			
5			
6			
7			
8			
9			

10

11

12