



Wage Subsidy Invoice Instructions

- Enter your Employer name and address with telephone, fax, email, and contact person information.
- **Contractor's Invoice Number:** This is a number assigned by you, the Employer, for your accounting purposes.
- **Invoice Date:** Enter the date of invoice submission
- **Invoice Period Begin Date:** Enter the beginning date of the invoice period
- **Invoice Period End Date:** Enter the ending date of the invoice period

Wage Expenditures for Reimbursement

- **Employees:** Enter name and SSN for each employee
- **Hours Worked:** Enter total number of hours worked
- **Hourly Wage:** Enter hourly wage rate
- **Total Wages Paid:** The formula calculates Hours Worked x Hourly Wage. If the employee is salaried, calculate the hourly wage by dividing the annual salary by 2080 hours.
- **Total Reimbursement:** Amount to be reimbursed to you. This will be calculated automatically.
- Include the payroll register that shows total hours worked, hourly rate, and total gross wages for the invoiced month.

In order to avoid delays in payment, we must have the following:

1. Documentation to support all costs listed on the invoice. Attach the payroll register that shows the total salary for the JOBS NOW! employee for the invoiced month to the invoice form.
2. Employment verification form on file for all employees, submitted to Theresa Choy (Theresa.choy@sfgov.org).
3. W-9 on file with the Office of Contract Management.

Mail invoices and documentation to:

SFHSA
PO Box 7988
San Francisco, CA 94120
Attn: Office of Contract Management, G-000

Electronic Invoicing

If you wish to submit your invoices electronically, we will need to have an authorization letter on file. A sample letter is attached. If you do not have the capability to scan the payroll documentation, you may email the invoice, once we have authorization, and fax the payroll documentation to (415) 557-5679. Emailed invoices should be sent to jobsnowinvoices@sfgov.org.

Check Receipt

If all documentation is in order, you should receive payment within 30 days.