

MBA To-Do List for Directors 2023-2024

1. **Pay your MHSAA or associated MBA Fees.** If you are using school or district funds to pay your MHSAA or MBA fees, remember to write out your requisitions EARLY. Please print a copy of your paperwork and attach to your requisition and INVOICE to give to your central office staff to mail the check along with your paperwork. For MBA dues, Championship entry fees and State Band Clinic student fees, the vendor address is: Mississippi Bandmasters Association, P.O. Box 5217, Brandon, MS 39407. If needed a new W-9 form is included in this document and available online. GIVE THE W9 FORM TO YOUR BUSINESS OFFICE OR BOOKKEEPER TO MAKE SURE THE ADDRESS FOR SENDING CHECKS IS UPDATED.
2. **Mail MBA dues** to 1st Vice President, Daniel Wade Mississippi Bandmasters Association, P.O. Box 5217, Brandon, MS 39047. Complete the online Director Registration Form (this form must be submitted online) available on www.msbandmasters.com and follow instructions to mail in your dues. **Complete a separate online form for each director or staff member.** For students from your school to participate in State Band Clinic and/or All-State Concert Band, you must be a member of the MBA. Dues are \$100 (\$50.00 for teacher interns and adjunct staff) and must be paid by September 15, 2023. The MBA accepts school or booster checks, purchase orders, and credit cards with an additional card fee per transaction. Registration forms must be completed online only. Credit card payment link can be found on the MBA website.
3. **Download a copy of the MHSAA Band Manual** from www.misshsaa.com. Complete Band Bulletin IV ONLINE and mail the check to the MHSAA. The mailing address is PO Box 127, Clinton, MS 39060. Band eligibility is determined by the information that is submitted through Dragonfly Max. Band students are required to submit the Electronic Signature Agreement, the Participation Clearance Form, and the Health Information Consent Form. Your district may require more forms for their records but the MHSAA only requires those three forms for band eligibility. Questions about Dragonfly Max should first be addressed by your school's Athletic Director or Administration.
4. **Submit the State Marching Evaluation Registration Form online.** Mail the \$200 fee to your Regional Host. A list of schools by region can be found in the MHSAA Band Manual. This form **Must Be Filled Out Online.** Print the confirmation form and mail along with your payment. Make Checks Payable to your REGIONAL SITE HOST.
5. Complete the Championship Declaration Form online if you want your band to participate in the MHSAA/MBA Marching Championship, and mail it, along with the fee, to Daniel Wade, 1st Vice President at Mississippi Bandmasters Association, P.O. Box 5217, Brandon, MS 39047. More information regarding the championship can be found in the Band Manual. Bands that register late or do not get their money in on time will go first in prelims. If this happens with multiple groups ties will be broken by timestamp; later stamp goes earlier. If NEITHER the declaration form or the championship fee are turned in on time, the band will not be allowed to participate. Fees will also be non-refundable.

6. **Complete your State Clinic Nomination form.** This form must be submitted online. Fees must be mailed to Daniel Wade, 1st Vice President at Mississippi Bandmasters P.O. Box 5217, Brandon, MS 39047. Begin your paperwork to submit requisitions for Clinic Fees (\$200 per student) early. If your district requires students' names, inform them of the process of selection. Names will be finalized after the second round of Lions Band auditions in November. Inform your district that you will have 2 high school students selected, and one middle school/junior high student and will submit names for the selection/audition process. If you are the only (1) director for grades 6-12, you may only submit one list. Submit your nominations based on rank as you wish, and indicate MS or HS. **Student lodging at the Natchez Grand for 3 nights (Wednesday- Friday) is included in the clinic fee.**
7. **Complete the Music Selection and Seating Chart for State Concert Evaluation** during the Spring. Deadlines and form submission will be completed online in January/February. You will also need to provide original scores of the selections you are performing for each concert adjudicator. If your selections are out of print, please make sure to get publisher approval to use copied scores for adjudicators. Remember that each performing ensemble is required to play one piece from the NBA selective music list (concert band list only).
8. Check the Bandmasters website frequently (www.msbandmasters.com). Information regarding State Band Clinic, All-State Band, State Marching and Concert Evaluations, and MBA meetings will be posted there. Contact information for the officers is on the site as well; if you have any questions, any officer will be happy to help you.
9. Information about MS Lion's All-State Band Tryouts can be found at www.misslionsband.org, including audition requirements, dates, and times.

MHSAA/MBA BEGINNING OF YEAR FORMS TO COMPLETE
ALL FORMS AND FEES SHOULD BE RECEIVED BY SEPTEMBER 15th
ALL FORMS MUST BE SUBMITTED ONLINE

- Director Registration Form (Make Payable to Mississippi Bandmasters Association)
Complete Online form for each director and mail invoice with dues to Daniel Wade, at P.O. Box 5217, Brandon, MS 39047.
- State Band Clinic Nomination List (Must Be Completed Online) Visit www.msbandmasters.com
- Eligibility List – See your athletic director about the Dragonfly Max eligibility program
- Band Bulletin IV – Located in the MHSAA Band Manual. Complete and mail with fees to MHSAA IN CLINTON (Make Check /P.O. payable to MHSAA)
 - State Marching Evaluation Form – Complete Online AND Print and Mail with \$200 fee to REGIONAL SITE HOST. (Payable to YOUR REGIONAL SITE HOST)
 - MBA State Marching Championship Declaration Form--Complete Online AND mail with \$250 fee to Daniel Wade, at P.O. Box 5217, Brandon, MS 39047 (Payable to: Mississippi Bandmasters Association). **DO NOT COMBINE THIS FEE WITH ANY OTHERS. IT IS DEPOSITED INTO A SEPARATE ACCOUNT. PLEASE MAKE THIS A SEPARATE CHECK. Please note that this fee is non-refundable.**
 - W-9 Form – **PRINT AND SUBMIT THIS FORM TO YOUR BOOKKEEPER TO UPDATE THE MBA'S VENDOR ADDRESS AT YOUR SCHOOL.** This form helps to ensure checks made to the Mississippi Bandmasters Association are sent to the right address. This form can be easily accessed on the MBA website.

Other Forms:

- MBA Dues Invoice – Optional – If you are using a purchase order from your school, fill this out and submit this invoice to your bookkeeper if needed to authorize payment to the MBA.
- MBA State Band Clinic Student Fee Invoice—Optional—for those that need to pay state clinic fees by a purchase order. Please submit invoice to your district early so payment is received by MBA no later than December 1st. To help with the cost associated with this caliber of an event, we ask that Student Clinic Fees be paid before the event (\$200 per student). **Student lodging at the Natchez Grand for 3 nights (Wednesday- Saturday) is included in the clinic fee.**
- MBA State Marching Evaluation Invoice - Optional – If you are using a purchase order from your school, fill this out and submit this invoice to your bookkeeper if needed to authorize payment to your regional site.
- MBA State Marching Championship Invoice - Optional – If you are using a purchase order from your school, fill this out and submit this invoice to your bookkeeper if needed to authorize payment to the MBA.



Mississippi Bandmasters Association

www.msbandmasters.com

MBA DUES INVOICE

Mississippi Bandmasters Association Membership Dues allow Director attendance and student participation at the Mississippi Bandmasters State Clinic and all membership privileges as outlined below.

MBA Membership Dues Classifications:

Full-time Band Directors @ \$100.00 each.

Associate level @ \$50 each. *(for teacher interns and adjunct staff)*

Retired Band Directors @ \$40 each. (No voting rights)

College Student Clinic Attendee @ \$20 each. (No voting rights)

MBA Past-President / Lifetime Member @ \$0.00

PURCHASE ORDER #: _____

BILL TO:

Please list director names and school affiliations below.		
Director Name	Amount	School Affiliation
TOTAL INVOICE:		\$ _____

Please remit payment to:

Mississippi Bandmasters Association
P.O. Box 5217
Brandon, MS 39047



Mississippi Bandmasters Association

www.msbandmasters.com

MHSAA / MBA State Marching Evaluation Invoice

INVOICE

PO # _____

Please Complete the following information:

School Name(s): _____

Band Director(s) Name: _____

State Marching Evaluation Fee @ \$200 per band

Quantity (No. of Bands)	Cost (\$200 per band)	TOTAL COST
_____	X \$200 =	\$ _____

Please remit payment to your Evaluation Site:

Region I

Tupelo High School Band
4125 Cliff Gookin Blvd
Tupelo, MS 38801-8978
Cliff Moore, Site Host
662-841-8975 – Fax 662-841-8987

Region II

Grenada High School Band
1875 Fairground Rd
Grenada, MS 38901-5216
Chris Sumrall/Kim Presley, Site Host
662-226-4355 – Fax 662-227-6102

Region III

Neshoba Central High School Band
1125 Golf Course Rd.
Philadelphia, MS 39350
Daniel Wade, Site Host
601-656-3127

Region IV

Pearl High School Band
500 Pirate Cove
Pearl, MS 39208-4031
Matt Rowan, Site Host
601-932-7939
Fax 601-932-7992

Region V

Gulfport High School Band
100 Perry St
Gulfport, MS 39507-1903
Wes Morehead, Site Host
228-896-7878
Fax 228-896-8281

**MAIL TO YOUR ASSIGNED
REGIONAL SITE WITH YOUR
\$200 ENTRY FEE PAYABLE TO
YOUR REGIONAL SITE.**



Mississippi Bandmasters Association

www.msbandmasters.com

MHSAA / MBA State Marching Championship Invoice

INVOICE

PO # _____

Please Complete the following information:

School Name(s): _____

Band Director(s) Name: _____

State Marching Championship Entry Fee @ \$250 per band

Quantity (No. of Bands)	Cost (\$250 per band)	TOTAL COST
_____	X \$250 =	\$ _____

Please remit payment to:

Mississippi Bandmasters Association
P.O. Box 5217
Brandon, MS 39047



MISSISSIPPI
HIGH SCHOOL ACTIVITIES ASSOCIATION

MHSAA Band Bulletin IV

Please complete the following and mail with your MHSAA fees.

PURCHASE ORDER #: _____

SCHOOL NAME: _____

DIRECTOR NAME: _____

ALL PARTICIPATION FEES LISTED IN THIS FORM ARE DUE TO THE MHSAA BY SEPTEMBER 15. PURCHASE ORDERS CAN BE ACCEPTED AS WELL. PLEASE **FILL OUT THE ONLINE FORM** AND MAIL THE FEES CALCULATED BELOW.

_____ No. of Members participating in State MARCHING Evaluation x \$7.50 = _____

_____ No. of DRUM MAJORS being adjudicated x \$7.50 each = _____

 X REQUIRED CONCERT SITE FEE = _____ \$150.00 _____

TOTAL AMOUNT REMITTED TO MHSAA = _____

(MAKE Check/Purchase Order/Payment to MHSAA)

SELECT ONE:

FEES PAID BY:

- _____ School District Check
_____ Booster Organization Check
_____ Other: _____

Complete and mail fees/P.O. to:

MHSAA
Attn: Jeff Cannon – Band Representative
P.O. Box 127
Clinton, MS 39060
Fax: 601.924.1725



Mississippi Bandmasters Association

www.msbandmasters.com

MBA State Band Clinic Student Fee Invoice

INVOICE

PO # _____

Please Complete the following information:

School Name: _____

Band Director Name: _____

MBA State Band Clinic Student Fee is \$200 per student for the clinic.
(This fee includes housing for Wednesday-Friday evening of MBA State Band Clinic.)

Item	Quantity (No. of Students)	Cost Per Student	Total Cost
Student Clinic Fee	_____	X \$200 =	\$ _____

Please remit payment to:

Mississippi Bandmasters Association
P.O. Box 5217
Brandon, MS 39047

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Mississippi Band Masters Association	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Partnership
<input type="checkbox"/> Trust/estate	<input type="checkbox"/> Trust/estate
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 5217	6 City, state, and ZIP code Brandon, MS 39047
7 List account number(s) here (optional)	
Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>
or	
Employer identification number	
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px; display: flex; justify-content: space-around;">74</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px; display: flex; justify-content: space-around;">-3102381</div>	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ Daniel Wade	Date ▶ 7-31-2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.