

# The Northwest Linguist



## IT TAKES TWO TO TANGO, BUT THREE TO INTERPRET

by Emma Garkavi and Lorane West



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"It takes two to tango, but three to interpret," as Agustín de la Mora, a federally certified interpreter and trainer has taught us. It is a wonderfully simple statement and a quick way to check on whether you are potentially stepping out of your role. Bottom line: If you are communicating with a person and there are only two of you, you are NOT interpreting.

Sometimes, staff and attorneys may ask interpreters to independently call a defendant with a message, or to find out why the defendant is late to a hearing. They may have bilingual office staff who routinely make such calls or talk to their clients. But it is NOT appropriate for a court interpreter to call a defendant independently, no matter how simple you expect the matter to be. The same thing goes with being asked to run after a defendant to give a short message, or to be involved in any other two-party contact.

What are some of the potential problems?

**ATTORNEY-CLIENT PRIVILEGE.** If an attorney speaks to a client via an interpreter in a three-way conversation, the privilege clearly remains. Privilege is not equally clear if the interpreter has been sent off to track down the client's phone number (or the client) and hold a two-way conversation.

**BECOMING A WITNESS.** If the interpreter goes off to call the client about his non-appearance, and then the case is called, the judge could potentially order the interpreter to testify as to what the defendant stated on the phone. This, my friends, is

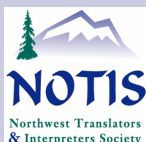
how an interpreter can slide down the slippery slope out of their role and onto their backsides.

**BEING MISREPRESENTED.** There is nothing to protect you from a defendant later claiming, for example, "the interpreter told me I didn't have to show up for this hearing." Here is a funny little conundrum: There are no witnesses to an interpreter interpreting alone (and by the way - you are NOT interpreting).

**PUBLICIZING YOUR PHONE NUMBER.** Several interpreters have found their friendly desire to help out an attorney turn into dozens of calls from a defendant, who thanks to caller ID, start calling the person who speaks their language instead of counsel.

**OH YES – ETHICS.** Rule 11.2 (b) includes our duty of "adding or omitting nothing" but are you really going to call a client and say verbatim, "Can you do me a favor and call the defendant and ask him why he's not here yet? I'm swamped and I just can't deal with this right now." Of course you won't. You will end up in your own voice, explaining that you are an interpreter and an attorney asked you to give the person a message or ask a question – thus you are NOT REALLY INTERPRETING, are you?

**OH YES – ETHICS AGAIN.** Rule 11.2 (d) "No language interpreter shall render services in any matter in which the interpreter is a potential witness"— well, you are making yourself a potential witness by stepping outside your role as interpreter. **(continued on page 4)**



Northwest Translators and Interpreters  
A Chapter of the  
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Nikolay Kvasnyuk

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## WITS NOTES

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**STUDENT MEMBERS**

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**The Northwest Linguist is a quarterly  
publication published jointly by  
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The Northwest Linguist is published in February, May, August, and November. Letters to the Editor, short articles of interest, and information for the calendar and other sections are invited. Please send submissions to the email address below. Please note that all submissions become the property of The Northwest Linguist and are subject to editing unless otherwise agreed in advance. Opinions expressed are solely those of the authors and do not necessarily represent the views of the Editor, the Societies or their Boards. Submissions should be limited to a maximum of 1,000 words.

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*"If you are  
communicating  
with a person  
and there are  
only two of  
you, you are  
NOT  
interpreting"*

*-Emma Garkavi and  
Lorane West*

## IT TAKES TWO TO TANGO, BUT THREE TO INTERPRET (cont. from page 1)

Your conversation is no longer covered by your own confidentiality rules as you are not interpreting, nor is it covered by the attorney-client privilege, if the attorney isn't even present.

**BEING BARRED.** If you have had outside contact with a defendant, it is generally considered a bar to your further participation in the professional capacity of interpreter. Imagine a case in which you have to pop out of the interpreter chair and go to the witness stand to testify as to why the defendant missed the last court appearance, based on a telephone call you made as a favor to a busy attorney.

**OKAY I'M CONVINCED BUT WHAT CAN I DO?** Easy. You can follow your Code of Conduct and interpret, staying within your professional role and avoiding these potential pitfalls. When asked to independently contact a client, simply let the requestor know that you would be glad to INTERPRET for them, but you need them to be present.

### Suggested script when asked:

"If you would like to make the call, I'd be happy to interpret for you. I am not allowed to call on my own."

"If you would like to talk to your client, I'd be happy to interpret for you. I am not allowed to talk with the defendant alone."

If pressured, don't hesitate to firmly state, "As interpreter, I am not allowed to contact anyone alone, because by definition it takes three to interpret. And I wouldn't want to end up becoming a witness, or being barred from interpreting further in this case." Then politely repeat your offer to do what we do – interpret.

## JOINT NOTIS/WITS PROGRAM PLANNING MEETING

### **Combined WITS-NOTIS Programs Committee planning meeting:**

Saturday - Feb 11th from 1 to 3 pm at the NW Seattle home of Louise Morehead. All WITS and NOTIS members wishing to participate in program planning are asked to come or to contact: [www.witsnet.org](http://www.witsnet.org) / [www.notisnet.org](http://www.notisnet.org) / or R.S.V.P. directly to: [moreheadlouise@yahoo.fr](mailto:moreheadlouise@yahoo.fr) for address and to confirm.



## MESSAGE FROM THE WITS PRESIDENT

By Nancy Leveson

Happy 2012! I am writing to you in my new capacity as WITS president, and I am working hard on coming up to speed so that I can

serve you well. I am honored and humbled to find myself in this role; I look at the list of previous presidents going all the way back to WITS' inception in 1988, and it is incredible to realize that they all remain actively involved in WITS and the local professional community. They are an extraordinary group of people, and I would like to take this opportunity to extend my sincere thanks to each and every one of them for the service they have provided to WITS over the years. I am beginning to appreciate their work even more as I contemplate the responsibilities ahead of me, and I'm sure that my appreciation will be increasing rapidly over the next few months.

In particular, I would like to thank Barbara Robinson, outgoing WITS president, for the outstanding job that she has done as president. It is a pleasure to take the reins from someone who led with such talent and organizational skill, and I hope to take full advantage of her advice and support throughout my term as president.

The end of 2011 was a busy time for WITS. Board elections were held electronically for the first time ever, resulting in the election of two new board members and one returning member. Milena Calderari-Waldrón was elected to a second term on the board, where she will continue serving as our very capable vice president. David Neathery, a Vietnamese interpreter, and I are the two newly-elected board members. David has been chosen by the board to serve as secretary, and he has already taken on the job with enthusiasm, willingly agreeing to take the minutes for the last board meeting of 2011, before he had even been elected to the role. Although David and I are new members of the board, we are not entirely new to board participation. David has been co-chair of the membership committee, I have been a member of the advocacy committee, and we have both been attending board meetings on a regular basis for the past year. I can personally attest to the fact that committee work and board meeting attendance are great ways to get involved with WITS and learn more about what is going on, so I strongly encourage everyone to sign on. Please let me know if you would like to learn more about how you can get involved.

Also, board meetings are open to all members, so R.S.V.P. with me if you'd like to attend. You can contact me at [nancy@levesonlanguage.com](mailto:nancy@levesonlanguage.com) or 206-380-5766.

With the end of the year, we also said good-bye to two departing board members, Julia Davidov and Jesse Acosta, as they finished up their terms. Although Julia is leaving the board, she will continue working hard for WITS as our webmaster. Jesse is wrapping up a full six-year term, during which he also served as secretary. We thank them both for their service to WITS.

Apart from board elections, WITS had several other activities going on at the end of the year, including a NOTIS/WITS joint leadership retreat. Inspired by an informal lunch gathering of board members of both organizations last spring, this retreat was an opportunity for members of both boards to get together and discuss what the organizations have in common and how we can work together in the future. WITS and NOTIS already collaborate in a number of ways, so we are hoping to be able to harness more of that in the future. We want to make the best use possible of the most precious limited resource we have—our people. Counterpart committees of the two boards are going to work together more in the future to coordinate efforts, and the two boards will continue working together throughout the year to find ways to enhance the relationship between the two organizations. Many of us are members of both, so I'm looking forward to seeing what we can accomplish together.

The year finished off with a bang at the traditional joint NOTIS/WITS holiday party. As always, the company and the variety of delicious dishes were unbeatable, but this year's party offered a new twist: a talent show. If you were not there, you definitely missed out on some delightful (and sometimes surprising) displays of talent. Thanks to Louise Morehead for pioneering this new component of the party, and to Louise, Alicia Lanzner, and everyone else who pitched in for all their hard work to make the party a success.

Don't forget to renew your membership for 2012 if you have not yet done so. You can renew your membership or sign up as a new member online at [www.witsnet.org](http://www.witsnet.org).

Stay tuned for updates as 2012 gets into full swing. Or, better yet, join in on the fun and be a part of making it happen. I will be looking forward to hearing from you!

## MESSAGE FROM THE NOTIS PRESIDENT

By Faiza Sultan



Happy New Year! I hope you all enjoy the snow and are safe and sound. I have stayed warm working at home, having my cup of tea, and looking at the trees in my back yard. I hope that you too are also enjoying these winter days.

NOTIS had a great year in 2011: we had many good workshops thanks to our Program Committee Chair Louise Morehead. NOTIS also held its annual meeting on November 19, with a lunch and two workshops before and after the meeting. The speakers were very informative, attendance by our membership was encouraging, and the event was considered to be a success.

Our Christmas party was a wonderful opportunity to reconnect and share delicious food! For those who missed it, some of our members shared their impressive talents and gifts with those at the party by singing, telling jokes, sharing art, and presenting poetry they had written or translated and leading group sing-along. We really had a good time networking and enjoying all this talent thanks to the efforts and organization of our Program Chair Louise Morehead.

I would like to recognize and thank the former president of our sister organization, WITS, Barbara Robinson, for all

her hard work. She was an excellent WITS president, and we will surely miss her.

I also want to congratulate Nancy Leveson for her election as new WITS president. I look forward to continue working with her to make both organizations as close as possible.

I would also like to extend my thanks to Ferdi Nadir, the former NOTIS treasurer, for his role and help with the organization. Ferdi finished his term as a board member and is moving on to new things, but he is willing to continue helping us a NOTIS member. Thank you Ferdi!

Paul Natkin has accepted the position as our new treasurer and we are very happy to have him. I am sure he will paint a good picture of the organization for the community.

Our new website is in the final stages. We had to make some last minute changes and hired another vendor to finish the website. We are excited to share the new website and all its new capabilities with you.

I wish you a great new year full of prosperity and happiness, with success in your work and personal life.

*"We do not have control over what happens every day, but we do have control over how to react."*

*- Eunyoung Kim*

## MEET OUR MEMBERS: EUNYOUNG KIM

By Edward Wang

“There was a time in my life when I thought my career or my title at work defined who I was. That period of my life is behind me. I would like to be defined as a person by what I do outside of work,” said Eunyoung Kim, a newly certified court interpreter in Korean in 2011. Until Kim came along, there had not been any new certified court interpreters in Korean for 12 years.

That statement pretty much sums up who Eunyoung is. Before she moved to the United States in 1998, she was a woman with important titles, high-paying jobs, and extensive travel experience. Eunyoung was brought up the traditional Korean way, but this did not stifle her determination to be different. South Korea was then a rather conservative place where women were discouraged from many activities, and consequently, their potential usually was unfulfilled. When she was young, Eunyoung had opportunities to spend many summers in the attic of her aunt’s house, which overlooked a US military base. As a young woman, those experiences kindled curiosity in her mind. She believed that there was a much bigger world out there and she was resolved to explore it.

Later on, Eunyoung was admitted to Sungshin Women’s University where she majored in English. Unlike most of her peers who studied English, she aimed to master her communication skills, using English as a tool. That proved to work for her, and that was how she landed a position in a trading company where she was the only female employee who was sent to numerous countries to handle company business. She was deployed to Hong Kong for about a year, and then again to Germany. Because her company was trading on many different types of goods, she also had opportunities to travel to many European countries including Russia.

In 1998, Eunyoung got married and moved to the United States. Since she had previously lived such an exciting life, you can be certain that it would not stop even if married. To further explore her potential, she enrolled at the University of Washington and completed an MBA program in 2001. Once more, she was offered an exciting job, this time involving e-commerce and international business.

Many women decide to return to work after the birth of their children. In the past, Eunyoung had given one hundred and ten percent of her energies to her career or whatever she was doing. In order to do the same for her

family, she knew that she could not keep up with both. As difficult and remarkable as it sounds, she decided to be a stay-at-home mom. This nevertheless, is not the end of the story, at least not for Eunyoung.

Eunyoung is now the mother of two children. Her life since becoming a stay-at-home mom has been full of service and volunteer work in the community and in her sons’ school. She sometimes brings her sons along to her volunteer work to teach them the values she wants to cultivate in their minds. She might not agree with the way she was brought up, but there are certainly some traditional values shared by Koreans that she wants to instill in her sons, including showing respect for the elderly and using proper language when talking to others. In fact, one of her New Year resolutions is to initiate a regular community service project, for a group of 10 families who already get together on a regular basis in order to teach the children the value of helping others.

Another fascinating note on Eunyoung’s background is that her mother built a Buddhist monastery. Thus, the life of her mother has been oscillating between the monastery and her family, which had a profound impact on Euyoung. She longs to do more meditation and will help sustain the monastery as a way of inheriting her mother’s legacy in the future. She believes in internal strength. “We do not have control over what happens every day, but we do have control over how to react.” Certified Korean court interpreter might be a new professional title that Eunyoung has received, but we can be sure that it is merely one of the many ways in which she is going to influence the world for the better.



## THE ASIAN AND PACIFIC ISLANDER WOMEN AND FAMILY SAFETY CENTER AND CHAYA NEED YOUR HELP TO END VIOLENCE IN OUR COMMUNITIES

By Judith Panlasigui, Program Manager

*"We hope that reaching out to professional translators and interpreters can help bridge a gap in services for immigrants and refugees who are experiencing violence."*

*-Judith Panlasigui*

Happy New Year! I would like to give a brief introduction to the Asian and Pacific Islander Women and Family Safety Center (the Safety Center) and Chaya, a non-governmental organization located in Seattle, Washington. The Safety Center is a 501(c)(3) organization that believes we can help end domestic violence, sexual assault and human trafficking in our communities through community education and outreach.

We envision a community free from violence. The mission of the Safety Center is to organize communities; to educate, train, and offer technical assistance; and to provide comprehensive culturally relevant services on domestic violence, sexual assault, and human trafficking to Asian and Pacific Islander community members, service providers, survivors, and their families.

Every year, 3-4 million women suffer violence at the hands of their intimate partners.<sup>1</sup> Though all women are at risk for domestic violence, Asian and Pacific Islander women (many of whom are immigrants or refugees), experience domestic violence at an increased rate. The Fact Sheet compiled by the Asian Pacific Institute on Domestic Violence states that 41-60% of API women reported experiencing domestic violence during their lifetime<sup>2</sup>; a rate that is nearly double the national average of 25-31%. The Washington State Coalition Against Domestic Violence also reported that API immigrant women in WA State are 2.3 times more likely than white women to be murdered by their intimate partner.<sup>3</sup>

API immigrants and refugees face additional barriers when trying to seek safety from their abusive partner. One of these barriers is the lack of access to proper and accurate interpretation when interpreting on the topics of do-

mestic violence and sexual assault. In a majority of cases where the victim is limited English speaking, the use of an interpreter or translator is needed for clients seeking services, interacting with social system personnel such as the criminal justice system, and the public health system. There is a need for interpreters who are trained to interpret questions regarding domestic violence and/or sexual assault.

Another barrier that factors into the increased risk for API domestic violence is the lack of translated information and outreach materials about domestic violence and sexual assault in a number of API languages. Many API immigrants and refugees may not know of the resources available if they need help, or who and where to call if they are a victim of a crime. If they see a brochure or a poster in English, it may not make a difference if they cannot read or understand English.

The Safety Center grew out of organizing within the Filipino community in 1993 sponsored by the Washington State Commission on Asian American Affairs out of concern for the prevalence of violence against women in their community, including several murders of Asian Pacific women. The Safety Center works to address the unique barriers that API immigrants and refugees victims of violence encounter. We have served thousands of people and worked with dozens of community groups organizing and educating people regarding the prevention of sexual and domestic violence, exploitation, and human trafficking.

We are one of the few organizations in the country that serves Asian and Pacific Islander

**(Continued on page 15)**



## NOTIS/WITS HOLIDAY PARTY 2011



**The NOTIS/WITS Holiday Party of 2011 included a Talent Show highlighting poetry readings, artwork, singing, and translations all presented by our multi-faceted membership. The afternoon was brought to a close with a sing-along led by Louise Morehead, who not only organized the event but delighted all attendees with her exquisite voice.**



## NOTIS /WITS HOLIDAY PARTY 2011



**Barbara Hua Robinson stepped down as WITS President and introduced Nancy Leveson, the new WITS President.**

**We are thankful for Barbara's many years of unwavering service and dedication to the translation and interpreting community and we are excited to welcome Nancy to her new position.**



## NOTIS/WITS HOLIDAY PARTY 2011



**Members met for a delicious pot-luck lunch of international foods, and enjoyed the chance to renew friendships, network, and make new acquaintances in the translation and interpretation community.**



## CONSECUTIVE INTERPRETING: IS THERE A BETTER MOUSE TRAP?

By Hernán Navas-Rivas

In consecutive interpreting, it sometimes seems almost impossible to capture the details of a longer utterance and juggle them all in our memories without displacing anything as we retain, regroup, and reiterate what we heard into intelligible language. After three rounds of the famous consecutive interpreting workshops, I honestly admit - I still have a hell of a time with the consecutive mode! And many of my colleagues agree. I tried Claudia A'Zar's symbology, speed writing, and other systems, but nothing has turned out to be an easy solution. These systems can be extremely useful, but learning them takes time and lots of practice, and they don't work for everyone. Like most of us, I don't use a single system, but rely on a combination of memory, symbols and my own shorthand. As with driving a car, it is not enough to learn the theory of driving. Using symbols and other techniques is like learning an abbreviated version of a foreign language. You have to know your symbols and abbreviations, otherwise you will get confused and make a mess of things.

I have heard, however, that using a tape recorder is the best way to get an accurate rendering. The interpreter records the utterances and plays them back through a good set of bud headphones, while performing what amounts to a simultaneous interpretation. But technically, this is easier said than done. I have tried this out at home and find that I get distracted fiddling with the controls of the tape recorder. Besides, there is the issue of privacy. Will the judge or the lawyers allow us to independently record the court proceedings? Perhaps asking for their consent will help, but don't bet on it. There ought to be a way to build a better mouse trap and capture this elusive language.

My somewhat futuristic suggestion is that we work toward using the method that some court stenographers use to transcribe depositions or court room proceedings by repeating

into a computer what's being said without being heard by others in the room. A mask with a specially designed microphone inside allows for perfect reproduction of the speaker's voice. The mask is plugged into a computer. Voice recognition software, such as Dragon Naturally Speaking, converts the court reporter's voice to written text in real time. Some software programs can attain up to 98% accuracy. This method takes away the stress and inaccuracies of the traditional note-taking method. The technological holdup is that current software can convert speech to text from only one language at a time and needs training to recognize a particular individual's voice.

I am sure that in the future courts will be more open to technological innovations and will allow some of these, by then more refined, recording devices into the courtroom as a matter of course. In the meantime, we will have to make do with the good old symbols and abbreviations until such time as neural computing arrives at a reasonable cost. It has been said that no machine will ever be able to do translations the way the human brain does. I am convinced that such is not the case and that there will be a time when we will be out of a job, displaced by the computer. The SyNAPSE program, funded by the U.S. Defense Advanced Research Projects Agency, is building a microprocessor with 10 billion neurons and 100 trillion synapses, roughly equivalent in scale to one hemisphere of the human brain. With that formidable processing capacity the machine will easily speak and even interpret, if programmed appropriately. But until that time arrives, we will have to make do with the good old paper and pencil, and symbols like those taught at consecutive note-taking workshops. And unlike computers, we humans are not so easy to program, so each of us will continue to combine, invent, and refine our own individual note-taking with the help of workshops, and trial and error.

*"In consecutive interpreting, it sometimes seems almost impossible to capture the details of a longer utterance and juggle them all in our memories without displacing anything as we retain, regroup, and reiterate what we heard into intelligible language."*

*By Hernán Navas-Rivas*

## BUSINESS SAVVY FOR THE FREELANCE WASHINGTON INTERPRETER

By Milena Calderari-Waldron

**Disclaimer:** The contents of this article should not be construed as business or tax advice. They merely reflect the author's limited understanding of very complex issues.

During the past few months NOTIS has sponsored three workshops intended to give interpreters and translators some business savvy. It is very hard for some of us, who have spent countless years learning languages and are naturally inclined towards the social sciences, to come to grips with basic business concepts and their tax implications. In fact, those linguists who indeed possess a semblance of business savvy quickly see the potential and move on to create their own language companies.

Here are some basic business concepts I have learned as they pertain to my business. Because I am a freelance interpreter, I am considered an "independent contractor" as opposed to an "employee". I am a "vendor", which means I sell something, in my case, interpretation services. Other linguists sell translation, transcription, localization, or editing services. We all sell services as opposed to goods; accordingly we are all "service providers" and since we generally conduct our business alone we are considered "individual service providers". I am the owner of a "small business" and its "sole proprietor." Sole proprietorships represent 80% of all small businesses. This type of business entity is owned and run by one individual and there is no legal distinction between the owner and the business. The owner receives all profits and has unlimited responsibility for all losses and debts. Hence the need to obtain insurance for my small business.

The American Translators Association Errors & Omissions Insurance Policy provides coverage for claims alleging errors, omissions, and/or negligent acts arising from linguistic professional services. As far as evidence is concerned, it is harder to prove a case against an interpreter, especially if there are no recordings. On the other side of the coin, a "he said, she said" defense would take longer and be more expensive with depositions and investigations in order to determine people's recollections. Damages for medical or legal consequences resulting from interpreters' mistakes may also be costly. Disciplinary hearings in front of certifying bodies may also require interpreters to retain legal counsel to assist them in their defense.

From a federal point of view, sole proprietors file Section C (Form 1040) "Profit or Loss from Business" and are subject to Self-Employment Tax Schedule SE in which one can find the tax deduction known as FICA. Since most sole proprietor freelance interpreters use the cash method of accounting, have no inventory, no losses (except when somebody doesn't pay them), no employees, and no depreciation, and do not conduct their business from a home office, they may find themselves filing Schedule C-EZ when their business expenses are less than \$5,000. Reporting gross income for federal tax purposes generally happens once a year unless you make serious money, in which case you will have to file quarterly so that the IRS withholds some of your income for future tax payments. These are called "Estimated Tax Payments". The number of dependents claimed and the question of whether you file as a single person, a married person or married filing jointly will greatly impact how much in estimated taxes you will have to pay on a quarterly basis.

There are myriad business expenses that you can subtract from your gross income in order to pay less federal income tax. Membership dues to professional/trade organizations such as NOTIS, WITS, ATA or NAJIT are tax deductible. Expenses incurred while attending conferences such as airplane tickets, lodging, and conference registration fees also qualify, provided these conferences are related to your linguist profession. Dictionaries, training manuals, workshops, and DVDs may also qualify. Some people get very creative regarding tax deductible expenses. Err on the conservative side and common sense coupled with a healthy dose of honesty and you will find no great troubles. It gets a little more complicated when you want to deduct things that encroach upon your personal life. For example, cell phone bills. Do you use the cell phone exclusively for business or do you also make calls to your family? This requires fine-combing your cell phone bill to establish a percentage for business usage: 40%, 60%, 80%? For any business expense declared as tax deductible, the rule is always to document, document, document!

Unlike translators who spend most of the time at their home office glued to their computers, freelance interpreters do a lot of driving around. Some hiring entities pay interpreters

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## BUSINESS SAVVY FOR THE FREELANCE WASHINGTON INTERPRETER

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for mileage though there seems to be a different mileage reimbursement policy for each type of hiring entity. Freelance interpreters must fine-comb each and every invoice/voucher to figure out who paid what, when, and how much. According to IRS Publication 463.4, Transportation, if you have no regular place of work, you cannot deduct daily transportation costs between your home and temporary work sites within your metropolitan area because these are considered nondeductible commuting expenses. Fees you pay to park your car at your place of business are also nondeductible commuting expenses. However, if you work at two places in one day, whether or not for the same employer, you can deduct the expense of getting from one worksite to the other. Also, if you drive outside your metropolitan area, then yes, you can deduct the mileage. The standard IRS business mileage deduction for the second half of 2011 was \$0.555 cents per mile. Now, when the assignment is to a far-away location, I may ask or receive a "Travel Time Fee" which is a predetermined flat fee. Travel time fees act as a *de facto* rate increase without necessarily becoming one.

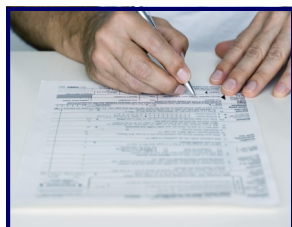
At any case, an independent contractor must always provide the hiring entity with a signed IRS form W-9 "Request for Taxpayer Identification Number and Certification" and a DHS USCIS I-9 "Employment Eligibility Verification" form. W-9 informs the IRS that you are conducting business thus generating income and gives you your TIN Number. For sole proprietors the IRS expects you to use your Social Security Number which then becomes your Tax Identification Number (W-9 Instructions pg. 4). I-9 certifies that you are residing legally in the USA and that your immigration or citizenship status allows you to work in this country. At the end of the year, or more precisely during the month of January of the following year, you will receive several 1099-MISCs by mail. These 1099-MISC forms are given to independent contractors as a record of the income they received from a particular business. You will receive 1099-MISCs only from the hiring entities from which you have earned more than \$600 per year. In honesty, you should report all income

regardless of the 1099-MISCs received.

What about Washington State taxes? The state B&O tax is a gross receipts tax. Washington's B&O tax is calculated on the **gross** income from activities. You will owe B&O taxes if your yearly gross income exceeds \$28,000. Even if you are under that threshold, you must still fill out the paperwork and send it to the state.

As the sole proprietor of my small business I must obtain several licenses that allow me to conduct my business. My professional licenses are the AOC Court Certification and the DSHS Medical and Social Services Certifications. These make me eligible to work as a professional interpreter in the State of Washington. ALL businesses operating in the State of Washington must get a Washington State Master Business License, which provides you with a Unified Business Identifier (UBI) number. A UBI number, also called a business license number, registers you with several state agencies. Lastly, there are city business licenses. Each city is different and not all of them require a business license. The question for interpreters is do they need a license where their business is located or for the city where they do business? It is impossible for freelance interpreters to know where they will be working that day or next week so this is not very feasible. At a bare minimum, obtain a city business license from the city where you reside. To check whether your city requires a business license or not visit <http://access.wa.gov/business/citylicenses.aspx>. There are also county business licenses to be obtained. A King County business license is required only if the business engages in a regulated activity and interpretation is *not a regulated activity*.

**Acknowledgements:** A big thank you to Louise Morehead, NOTIS program chair, who against all odds put together the three business workshops I attended these past months.



## NOTIS/WITS MEMBERSHIP INFORMATION

**NOTIS Annual Membership Fees**

Individual & Institutional:	\$45.00
Student (without directory listing):	\$15.00
Individual WITS member discount	\$40.00
Corporate:	\$75.00

For membership matters write to:  
 NOTIS, 1037 NE 65th Street, #107,  
 Seattle WA 98115 USA  
 or call: NOTIS Voice Mail (206) 701-9183.  
 Email: [info@notisnet.org](mailto:info@notisnet.org)  
 Website: [www.notisnet.org](http://www.notisnet.org)

For information on the ATA contact:  
 225 Reinekers Lane, Suite 590  
 Alexandria, VA 22314  
 Tel: (703) 683-6100 Fax: (703) 683-6122  
[www.atanet.org](http://www.atanet.org)

**WITS Annual Membership Fees**

Individual & Institutional:	\$45.00
Student :	\$15.00
Individual NOTIS member discount	\$40.00
Corporate:	\$90.00

To join WITS, renew membership, or update your online directory listing, visit the WITS web page at [www.witsnet.org](http://www.witsnet.org) or write to: WITS, PO Box 1012, Seattle, WA 98111-1012.



*Get involved!  
 Contact WITS or NOTIS about volunteer opportunities or service on the Board of Directors. Your voice and ideas are important to us!*

THE ASIAN AND PACIFIC ISLANDER WOMEN AND FAMILY SAFETY CENTER AND CHAYA NEEDS YOUR HELP TO END VIOLENCE IN OUR COMMUNITIES  
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community members, survivors, and their families. We hope that reaching out to professional translators and interpreters can help bridge a gap in services for immigrants and refugees who are experiencing violence.

For more information about the Safety Center, go to [www.apiwfsc.org](http://www.apiwfsc.org) or contact us at 206-467-9976 to become involved.

<sup>1</sup> The Commonwealth Fund, "Health Concerns Across a Woman's Lifespan: 1998 Survey of Women's Health," May 1999.

<sup>2</sup> A. Raj and J. Silverman, "Intimate partner violence against South-Asian women in Greater Boston." J. Am Med Women's Assoc. 2002; 57(2):111-114; And, M. Yoshihama, "Domestic violence against women of Japanese descent in Los Angeles: Two methods of estimating prevalence," Violence Against Women. 1999; 5(8); 869-897.

<sup>3</sup> Washington State Coalition Against Domestic Violence Fatality 2008 Review, "Now That We Know..."

## NOTIS AND WITS EVENTS CALENDAR

DATE	EVENT	DETAILS	LOCATION
<b>Feb. 7, 2012</b>	American Translators Association Webinar: How to Make Translators Rave about Your Company	<a href="http://www.atanet.org/calendar/index.php">http://www.atanet.org/calendar/index.php</a>	Online
<b>Feb. 13-15, 2012</b>	Israel Translators Association (ITA) 2012 International Conference	<a href="http://www.ita.org.il/index.php?cnt=conferences&amp;lang=english">http://www.ita.org.il/index.php?cnt=conferences&amp;lang=english</a>	Jerusalem, Israel
<b>Feb. 18-19, 2012</b>	NCI's Skill-Building Workshop I: Beginning to Intermediate Interpreters starting in medical, legal, and immigration interpreting	<a href="http://www.nci.arizona.edu/legal_interpretation/skill_building_workshop_i">www.nci.arizona.edu/legal_interpretation/skill_building_workshop_i</a>	Tucson, Arizona
<b>Feb. 29, 2012</b>	American Translators Association Webinar: Pricing Strategies for Translators and Interpreters	<a href="http://www.atanet.org/calendar/index.php">http://www.atanet.org/calendar/index.php</a>	Online
<b>March 16-18, 2012</b>	American Translators Association Mid-Year Conference—Interpreters Division and Spanish Language Division	<a href="http://www.atanet.org/divisions/ID_SPD_conference_2012.pdf">http://www.atanet.org/divisions/ID_SPD_conference_2012.pdf</a>	Orlando, Florida
<b>March 23-25, 2012</b>	Mid-America Chapter of the American Translators Association (MICATA) 2012 Symposium	<a href="http://www.ata-micata.org/">http://www.ata-micata.org/</a>	Overland Park, Kansas
<b>March 24-25, 2012</b>	NCI's Skill-Building Workshop II Intermediate to Advanced Interpreters wanting to advance their skills in legal interpreting	<a href="http://www.nci.arizona.edu/legal_interpretation/skill_building_workshop_i">www.nci.arizona.edu/legal_interpretation/skill_building_workshop_i</a>	Tucson, Arizona
<b>March 29-31, 2012</b>	American Translation & Interpreting Studies Assn. (ATISA) 10th Anniversary Conference: Teaching Translation & Interpreting in the 21st Century	<a href="http://www.atisa.org/">http://www.atisa.org/</a>	South Padre Island, Texas
<b>April 11-14, 2012</b>	Institute for Legal Interpreters Intersection between legal and healthcare interpreting, setting state standards, skill development workshops, contemporary research	<a href="http://www.unco.edu/marie/ili.html">www.unco.edu/marie/ili.html</a>	University of Northern Colorado - MARIE CENTER
<b>April 14-15, 2012</b>	NCI's Professional Transcription/ Translation Workshop Spanish/English Translation Skills in medical, legal, and business settings and legal transcription	<a href="http://www.nci.arizona.edu/legal_interpretation/transcription_and_translation_workshop">www.nci.arizona.edu/legal_interpretation/transcription_and_translation_workshop</a>	El Paso, Texas
<b>April 21-22, 2012</b>	NCI's 2-Day Medical Interpreter Training Institute	<a href="http://www.nci.arizona.edu/legal_interpretation/medical_interpretation/2_day_miti/about">www.nci.arizona.edu/legal_interpretation/medical_interpretation/2_day_miti/about</a>	Jacksonville, Florida



## NOTIS AND WITS EVENTS CALENDAR (cont.)

DATE	EVENT	DETAILS	LOCATION
<b>April 28, 2012</b>	Carolina Association of Translators and Interpreters (CATI) Annual Conference	<a href="http://www.catiweb.org/">http://www.catiweb.org/</a>	Winston-Salem, North Carolina
<b>May 5, 2012</b>	New English Translators Association (NETA) 16th Annual Conference	<a href="http://www.netaweb.org/cms2/">http://www.netaweb.org/cms2/</a>	Boston, Massachusetts
<b>May 18-20, 2012</b>	National Association of Judiciary Interpreters and Translators (NAJIT) 33rd Annual Conference	<a href="http://www.najit.org/">http://www.najit.org/</a>	Cambridge, Massachusetts
<b>June 4-22, 2012</b>	NCI's Agnes Haury Institute for Interpretation—Spanish/English Interpreter Training Program	<a href="http://www.nci.arizona.edu/legal_interpretation/agnes_haury">www.nci.arizona.edu/ legal_interpretation/agnes_haury</a>	Tucson, Arizona
<b>June 15-16, 2012</b>	InterpretAmerica—3rd North American Summit on Interpreting, 21st Century Interpreting: Staying Relevant in a Transforming World	<a href="http://www.interpretamerica.net/summit">http://www.interpretamerica.net/ summit</a>	Monterey, California
<b>May 18-20, 2012</b>	National Association of Judiciary Interpreters and Translators (NAJIT) 33rd Annual Conference	<a href="http://www.najit.org/">http://www.najit.org/</a>	Cambridge, Massachusetts
<b>Ongoing</b>	Online Language-specific training for Legal Interpreters: Bromberg & Associates (Albanian, Arabic, French, Haitian Creole, Hmong, German, Korean Mandarin, Polish, Portuguese, Russian, Spanish, and Vietnamese).	<a href="http://site.interpretereducationonline.com/programs">http:// site.interpretereducationonline.com /programs</a>	San Diego, California

## NOTIS/WITS BOARD MEETINGS

<b>Feb. 3, 2012 (Friday)</b>	WITS Board Meeting	<a href="mailto:nancy@levesonlanguages.com">nancy@levesonlanguages.com</a>	Sheila Harrington's home
<b>Feb. 11, 2012 (Saturday)</b>	NOTIS/WITS Combined Program Committee Meeting	<a href="mailto:moreheadlouise@yahoo.fr">moreheadlouise@yahoo.fr</a>	Louise Morehead's home
<b>Feb. 18, 2012 (Saturday)</b>	NOTIS Board Meeting	<a href="mailto:faiza@translation4all.com">faiza@translation4all.com</a>	Online



## WASCLA BOARD OF DIRECTORS APPLICATIONS

By Julie Bryan

The Washington State Coalition for Language Access Elections Committee is seeking applicants for the organization's Board of Directors, committee members and Web expertise.

WASCLA is a multi-disciplinary and multi-sectorial organization dedicated to ensuring the provision of effective legal, medical, and social services to Limited English Proficient (LEP) residents in Washington State through the collaborative efforts of interpreters, translators, and service providers. Currently WASCLA is involved in policy development, education, and networking activities, including the organization of an annual conference. In general terms, the board oversees these efforts and provides leadership and vision for the development of new initiatives in language access.

WASCLA is an organization on the cutting edge of a new movement in the U.S. to bring together practitioners and advocates of language access across many settings: healthcare, legal, educational, social service, forensic. As a member of the Board, you would be working with some of our state's leading experts on language access and have the opportunity to really impact the availability of interpreting in many sectors. WASCLA board members both serve and lead the organization, sharing their experience, expertise and judgment at the same time they learn and grow professionally. To access more information about being on the Board of WASCLA go to <http://www.wascla.org/> or email [wascla.lep@gmail.com](mailto:wascla.lep@gmail.com) with "Board Elections" in the Subject Line.



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