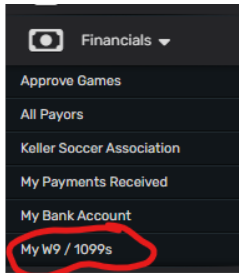


REFEREES - How to Get Paid

KSA uses direct deposit to pay our referees. After you referee your games, your pay will be finalized and processed by the Referee Assignor and KSA Treasurer. You'll usually receive your pay within three to five days.

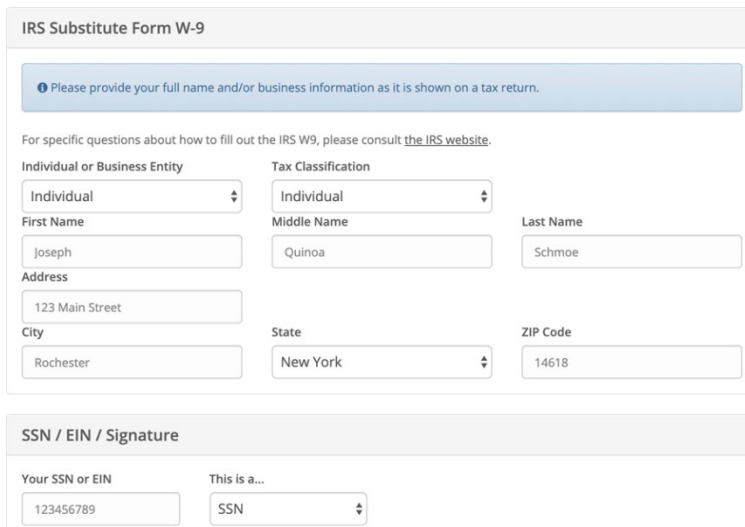
To get paid you **MUST** do two things.

1. Complete your W9 form
 - a. To fill out a W9, use the Financials : W9 / 1099s menu item

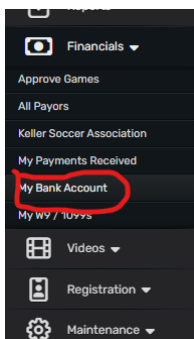


- b. Enter the information requested. For instructions on completing a W9 form, consult a tax expert or follow the instructions at

<https://www.irsvideos.gov/Individual/Resources/HowToCompleteFormW-9>

A screenshot of the IRS Substitute Form W-9. The form is titled 'IRS Substitute Form W-9' and includes a blue instruction box: 'Please provide your full name and/or business information as it is shown on a tax return.' Below this, there is a link to the IRS website for more information. The form is divided into two sections: 'Individual or Business Entity' and 'SSN / EIN / Signature'. The 'Individual or Business Entity' section contains fields for 'Individual or Business Entity' (set to 'Individual'), 'Tax Classification' (set to 'Individual'), 'First Name' (Joseph), 'Middle Name' (Quinoa), 'Last Name' (Schmoe), 'Address' (123 Main Street), 'City' (Rochester), 'State' (New York), and 'ZIP Code' (14618). The 'SSN / EIN / Signature' section contains a field for 'Your SSN or EIN' (123456789) and a dropdown menu for 'This is a...' (set to 'SSN').

2. Add an account for Direct Deposit. To add a bank account:
 - a. Click the Financials menu, then
 - b. click Bank Account



- c. Enter your routing number and account number in the boxes provided. You'll also want to give this account a name, which will be shown in payment email notifications.

The image shows a check form with the following fields and markings:

- Top right: **1001**
- Top right: **09-765/432**
- Top center: **20**
- Left side: **PAY TO THE ORDER OF** followed by a blank line.
- Right side: **\$** followed by a box for the amount.
- Below the amount box: **DOLLARS** followed by a blank line.
- Bottom left: **MEMO** followed by a blank line.
- Bottom center: A MICR line with numbers: **⑆ 1 2 3 4 5 6 7 8 9 ⑆ 0 9 8 7 6 5 4 3 2 1 ⑆ 1 0 0 1 ⑆**
- Below the MICR line: Two red arrows point to the first nine digits (**1 2 3 4 5 6 7 8 9**) and the next eight digits (**0 9 8 7 6 5 4 3 2 1**).
- Below the arrows: **Routing Number** and **Account Number** labels.

For additional information use the assignr help documentation:

[Overview - Direct Deposit for Officials](#)

[Add a Bank Account](#)

[Add a W9](#)