

## Tournament Officials:

With the recent change in Washington state law and the role of the referee being defined as an independent contractor we must change the way payments are processed. Payment will not be processed on site. As of May, 2011, SKCSRA will be processing all tournaments through direct deposit or check. To avoid the \$2.00 service fee on checks sign up for direct deposit TODAY! You can sign up today on site. Go to your profile and enter your banking information and update your profile. Or bring a voided check to the tournament.

You must file a match report for every game you do whether it is regular season or tournament. Match reports must be filed within 24 hours of your last tournament game. Our goal is to process payments for tournaments within 5 to 7 days after the last day of the tournament.

Before tournament payment can be issued, all referees need to complete W9 forms. Here is the link to an interactive form: <http://interactiveonline.com/w9-form>. You can fill this out online and then print the document and sign. You will need to scan page one only to upload to the SKCSRA web-site. You can also log on the site, click on Services/Paperwork, select I9, a box opens for you to enter your social security number, answer the questions, click on update and the form is automatically completed. You still need to print, sign and scan to upload.

Are you under 18? You need to upload a scanned copy of your birth certificate and a work permit to the site also. Copies of the work authorization on are the site also under Documents: <http://www.skcsra.org/documents/minorworkpermit2009.pdf> Form is also an interactive. You can complete online. Print and then upload.

To upload:

- 1 – log on the site
- 2 – click on SERVICES
- 3 – click on PAPERWORK

Please use this naming convention when you upload your personal forms:

W9 please use: W9lastnamefirstname

Birth Certificate please use: PAlastnamefirstname

Work Permit please use: PSlastnamefirstname

If you cannot scan and upload, you need to print and mail to:

Betty Schmeck  
12719 SE 95<sup>th</sup> Pl,  
Renton WA 980562401

This needs to be completed by 6/1/11.

Thank you,

SKCSRA Board of Directors