

# PAYMENT PROCEDURES

At each match, before it begins, you must fill out a TASO approved payment sheet. Fill out your payment sheet with your partner so the match fee information is the same, mileage fees could differ based on where each official has traveled from. Give the completed forms to the person handling the cash box at the entrance to the match site. Expect to receive payment in the mail from the school by check some time after the match within 45 days. There is a blank form on the web site you can save and fill out with your own personal information (name, address, & phone number) and then Xerox these for use during the season. You are required to give your SSN to schools on a W-9. They have to keep IRS records. You need to keep personal records of every match you call and what you should be paid. This way you will be able to track all the information required for your end-of-year report and contact schools if you don't get paid.

## **DO NOT give pay sheets to coaches- they DO NOT handle payment.**

Keep your own personal log of the matches you call. An Excel spreadsheet is on the web site under FORMS (file name Match Log.xls) for you to use, if you would like to keep a match log using Excel.

As you receive checks from the schools you should mark off these matches as "PAID" on your match log. The UIL requirement is that schools must pay officials within 45 days of a contest. If you do not receive payment after 45 days, check to see if your partner got paid for that date, and then call the Chapter President if further help is needed to contact the Athletic Secretary about your payment. It is not the Assignment Secretary's responsibility to resolve your pay issues.

At the end of the season, if required by TASO, we may need to know the total number of matches you worked in order to calculate the proficiency points you have earned that may be applied to your TASO rating. A TASO Proficiency Point Worksheet is on the web site.