

## Process for Paying a Club Sport Referee

- Fill out a **Wittenberg Club Sports Referee Agreement** form for each referee before the contest.
  - The Club Sport Officer should fill out the “Contest Information” and “Club Sport Officer Information”
  - The referee should fill out the “Referee Information” and sign after reading the “Terms of Agreement”
- Have the referee fill out a **W9** form for payment processing.
  - If they already have a W9 form on file with the University from a game earlier in the season, they do not need to submit this form again. Referees can confirm if they have a W9 on file with Carol Nickoson, [nickosonc@wittenberg.edu](mailto:nickosonc@wittenberg.edu).
- After the contest, fill out a **Check Request** thoroughly.
  - Be sure to include the “Account to be Charged” and have your Club Treasurer sign as the “Originator”.
- On the first business day following the contest, submit the **Referee Agreement, W9** and a **Check Request** to The Office of Student Involvement for processing. Allow 10-14 days for processing.
  - Please note that checks are cut once a week during most weeks. Check Request forms with attached Referee Agreement and W9 must be submitted by Monday at 5pm for a check to be cut on Thursday and put in the mail on Friday of the same week.
- If the referee would like a copy of the agreement for their records, they are welcome to take a picture with their phone. Otherwise, we can send a hard copy to their home address via USPS mail after the contest if requested.
- If you have questions about this process, please contact The Office of Student Involvement for assistance prior to your contest.