

## Payment of Officials Procedure

1. Have all paid officials fill out hire paperwork (I9, W4, SA4).
2. **Every week** note all paid officials in the Googledoc that was shared with sites.
3. The district Student Activities Office will report all site payments monthly to the BSSD Accounting Office where taxes will be added and paid.

### Notes

1. Officials: Volleyball and Basketball floor officials as well as table officials who are paid. No volunteers need to be reported unless noted.
2. Please fill out bottom of sheet entirely as our office will be collating this for the monthly report to the Business Office.
3. This process ensures IRS requirements are met and also puts officials under our Workman's Comp umbrella.