

Game Site Paperwork



Dallas Football Officials Association
New Members Training



How Do we Get Paid

- Officials are generally paid by check or through Arbiter pay from the school district of the home team they are officiating the games for. Please note Arbiterpay provides options for direct deposit – some free others you pay a fee.
- Payment is usually received with 2 weeks but in some cases can take longer.
- If you don't receive payment after 3 weeks contact the Satellite Secretary who scheduled you for the game to see if they have a contact at the school district you can speak with regarding your payment

Required Paperwork for Pay

At the game site you will turn in the following paperwork

1. Complete any paperwork the school provides
2. A completed **TASO Football Invoice for Game Officiating Services** Form [available in your Members Portal on www.taso.org]. **Do not use this form for chain assignments**
3. A completed IRS **Form W-9** [available on www.irs.gov]. Note: Only do this one time for each school district – they only need one completed for the whole season.
 - If school uses Arbiter Pay you do not need to do this. When you setup your ArbiterPay account you will complete this already.

There is usually a table or ticket stand/booth at the game site where this paperwork is completed and turned in.

Ask other officials working with you if you have any issues finding where to provide your paperwork and complete school paperwork

Forms You Provide



EACH OFFICIAL IS TO COMPLETE AND SUBMIT THIS FORM FOR PAYMENT

GAME DATE: _____
 GAME LOCATION: _____
 TEAMS: HOME: _____ VISITOR: _____
 OFFICIAL'S NAME: _____
 STREET ADDRESS: _____
 CITY: _____ TEXAS
 ZIP: _____

GAME FEES:

VARSITY: Varsity Game Fee is based on Gross Gate Receipts Chart below \$ _____
SUB VARSITY (JV, FRESHMAN, JUNIOR/MIDDLE SCHOOL)

LEVEL OF GAME	# OF GAMES	GAME FEE	\$
12 MINUTE QUARTERS		\$55	\$
10 MINUTE QUARTERS		\$50	\$
8 (OR LESS) MINUTE QUARTERS		\$45	\$
		TOTAL GAME FEES	\$ _____

TRAVEL REIMBURSEMENT – DRIVING DISTANCE FROM CHAPTER CENTERPOINT TO GAME SITE

<input type="checkbox"/>	1 - 30 MILES	\$15	
<input type="checkbox"/>	31 – 60 MILES	\$30	
<input type="checkbox"/>	61 – 90 MILES	\$45	
<input type="checkbox"/>	91 – 120 MILES	\$70	
<input type="checkbox"/>	GREATER THAN 120 MILES	1 CAR - _____ MILES @ \$0.545	
		2 CARS - _____ MILES @ \$0.41	
		3 CARS - _____ MILES @ \$0.33	
<input type="checkbox"/>	RIDER FEE	\$15	
<input type="checkbox"/>	MEAL REIMBURSEMENT (if distance traveled is greater than 120 miles ONE WAY \$15 regular season / \$30 playoffs)		
		TOTAL TRAVEL REIMBURSEMENT	\$ _____
		TOTAL DUE OFFICIAL (GAME FEE + TRAVEL REIMBURSEMENT)	\$ _____

The game fees and mileage reimbursements above are an accurate and true accounting of the money due me for the games listed above.

SIGNATURE OF OFFICIAL _____

VARSAITY GAME FEE IS BASED ON GROSS* GATE RECEIPTS

GROSS GATE	FEE	\$7,501 - \$10,000	\$100	\$17,501 - \$20,500	\$135
\$150 - \$4,000	\$85	\$10,001 - \$12,500	\$105	EACH ADDITIONAL \$5,000	+ \$30
\$4,001 - \$5,000	\$90	\$12,501 - \$15,000	\$110		
\$5,001 - \$7,500	\$95	\$15,001 - \$17,500	\$125		

*GROSS gate receipts is defined by the UIL as all ticket sales which would include walk-up ticket sales at the game site, ticket sales at the home school, season ticket sales (pro-rated), tickets sales at visiting school and ticket sales at a third party site, before any expenses are deducted.

Form **W-9** Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Other (see instructions) ▶
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 Applies to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.) _____
 Requester's name and address (optional) _____

6 City, state, and ZIP code _____

7 List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after its release) is at www.irs.gov/99.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X Form W-9 (Rev. 12-2014)



Available on TASO.org in your members portal (login required)

Game Site Paperwork

Available on www.irs.gov



TASO Invoice – Travel Reimbursement (Step 1)

Use On-line Travel Pay Calculator if you are not sure of mileage from Chapter Center Point (Downtown Dallas) to game site. Goto: <http://www.uiltexas.org/athletics/calculate-mileage>

Flat Fee Schedule

The UIL has implemented a flat fee system for reimbursing officials for travel based on the mileage between the school they are officiating and their chapter center point. Use the tool below to calculate the mileage between your school and a chapter center point. Enter your school's name or address first, then choose a sport, then a chapter center point. The Flat Fee schedule will appear below with the appropriate column highlighted based on the miles.

Enter School Name

School

Sport

Select Football

Select Dallas Football

Chapter Center Point

Avoid Toll Roads? Yes No

Select Avoid Tolls Y/N?



A 600 Lake Forest Dr, McKinney, TX
75071, USA

33.8 mi. About 1 hour 22 mins

B 1350 Main St, Dallas, TX 75202, USA

TASO Invoice – Travel Reimbursement (Step 2)

Column that is highlighted is Pay for this game site. Use this mileage range when filling out your TASO Invoice

FOOTBALL FEE SCHEDULE - TRAVEL RANGE (FIRST GAME WITH MILEAGE / ADDITIONAL GAMES)

Type of Game	1-30 Miles	31 - 60 Miles	61 - 90 Miles	91 - 120 Miles	Over 120 Miles
Varsity: Gross Gate Receipts - \$150 - \$4000	\$100/\$85	\$115/\$85	\$130/85	\$155/\$85	Over 120 Mile Travel Range Game Fee & Mileage (A) All member of the officiating crew will receive the base game fee. Officials will be reimbursed portal to portal (round trip travel) one car at state rate, two cars at 75% of the state rate, or three cars at 60% of the state rate. Exception: When a seven person crew is requested for a football game, two cars will be reimbursed at state rate, three cars at 67% of state rate, four cars at 50% of state rate, five cars at 40%. (i) Officials shall be paid based on the state travel reimbursement rate in effect on August 1 of the current school year. (B) A \$15.00 riders fee will be paid for contests over the 120 mile range. (C) Meals will be paid at \$15.00 during regular season and \$30.00 during playoffs. 15). By prior agreement between officials and school authorities, airfare may be substituted for automobile travel fee.
Varsity: Gross Gate Receipts - \$4001 - \$5000	\$105/\$90	\$120/\$90	\$135/\$90	\$160/\$90	
Varsity: Gross Gate Receipts - \$5001 - \$7500	\$110/\$95	\$125/\$95	\$140/\$95	\$165/\$95	
Varsity: Gross Gate Receipts - \$7501 - \$10,000	\$115/\$100	\$130/\$100	\$145/\$100	\$170/\$100	
Varsity: Gross Gate Receipts - \$10,001 - \$12,500	\$120/\$105	\$135/\$105	\$150/\$105	\$175/\$105	
Varsity: Gross Gate Receipts - \$12,500 - \$15,000	\$125/\$110	\$140/\$110	\$155/\$110	\$180/\$110	
Varsity: Gross Gate Receipts - \$15,001 - \$17,500	\$140/\$125	\$155/\$125	\$170/\$125	\$195/\$125	
Varsity: Gross Gate Receipts - \$17,501 - \$20,500	\$150/\$135	\$165/\$135	\$180/\$135	\$205/\$135	
Varsity: Gross Gate Receipts - Each Additional \$5000	\$30/\$30	\$30/\$30	\$30/\$30	\$30/\$30	
Sub-Varsity and Junior High (7th & 8th Grade) 12-minute quarters (Each Game Per Official)	\$75/\$55	\$85/\$55	\$100/\$55	\$125/\$55	
Sub-Varsity and Junior High (7th & 8th Grade) 10-minute quarters (Each Game Per Official)	\$65/\$50	\$80/\$50	\$95/\$50	\$120/\$50	
Sub-Varsity and Junior High (7th & 8th Grade) 8-minute quarters (Each Game Per Official)	\$60/\$45	\$75/\$45	\$90/\$45	\$115/\$45	

Coaches Certification Cards



This is to certify that :

1. All players have been:
 - (a) informed what equipment is mandatory by rule and what constitutes illegal equipment,
 - (b) provided the equipment mandated by rule,
 - (c) instructed to wear and how to wear mandatory equipment during the game,
 - (d) instructed to notify the coaching staff when equipment becomes illegal through play during the game, and
2. Those authorized by rule to be in the team area have been informed and instructed that while the ball is in play, coaches, substitutes, and authorized attendants in the team area may not be between the sideline and coaching line or on the field of play, in accordance with Rule 9-2-5 of the current NCAA Football Rules

DATE

LEVEL OF GAME

SCHOOL

COACH

- **Prior to the start of the game both coaches must sign – if they are coach for multiple games have them sign for all games (i.e. A & B games)**
- **Only 1 official needs to get this completed**
- **Available on TASO.org in your members portal (login required)**
- **Keep these until end of the season – then unless you are asked for them throw them away**

Tracking Your Games

- It is highly recommended that you track your games worked to include, date, location, schools, level of game and pay received
- Also track your test score, on-field clinics, regional rules clinics, state meetings, district meetings
- Track your mileage as well for all training sessions and assignments that you are not paid a travel fee (e.g. chapter meetings, clinics, working chains, etc.)
- This will help you when you with the following:
 - *Doing your taxes*
 - *Making sure you received payment*
 - *Completing your Points summary at the end of the year. This gets submitted to the DFOA to ensure you are credited with all points earned as it relates to your Division. You start as a Division 5 as a new member and will need to earn 60 points to advance to Division 4.*

ArbiterPay

- Set up your ArbiterPay account in advance.
 - Go to www.arbiterpay.com to set up your account
 - Check out the following YouTube video for instructions, https://youtu.be/ir_CrHnvn9Q
- Any Issues? Contact the following below:
 - Phone Number: 737-205-7654, or
 - Email: Grady.Dale@oncor.com
- Important Details regarding ArbiterPay payment Options
 - EFT transfer to your bank account is free but you will have to login and claim the payment for it to occur. It will take usually 3-5 days after that to get into your bank account.
 - A debit card option is offered, but there is a one-time fee of \$5 and you will be charged \$0.50 for each transaction you use your card on. There are also inactivity fees as well.
 - A check option is offered but at a fee of \$8.50 to the official
 - Automatic EFT transfer option is offered where you do not have to login to claim but there is a \$1.50 to the official each time this option is used.
 - **Ignore** any game assignment email notifications from **ArbiterSports** you may receive.

[Click Here for more Details on ArbiterPay Costs](#)

Game Site Paperwork