



Referees: Direct Deposit Information

SCSA provides direct deposit for referees as of January 2018. The following information is required by SCSA to deposit to your financial institution. This form also contains information on how to view your payments and tax information.

Step 1: Complete a Direct Deposit Authorization.

- Name as on your bank account, mailing address, email, date of birth and phone number.
- Bank Information needed:
 - name of institution
 - checking/savings – mark an “X” in the correct box
 - account number
 - routing number
- Bank verification: requires 1 or 2 but not both.
 1. Voided check or deposit slip with bank routing number and account number
 2. Letter from financial institution showing the above information.
- Sign and date the Direct Deposit authorization.
- Return to SCSA in person, mail or email to process the request.

Step 2: SCSA will enter information as provided on the Direct Deposit authorization.

- Referees will be paid weekly based on the weekends games worked.
- SCSA will enter games Monday morning based on the weekend’s game cards submitted. Any games received after that time will be added to the next pay period.
- Funds will be deposited to your account on Wednesday morning after Monday entry.

Step 3: Free online access to paystubs and tax information

- ViewMyPaycheck is the Quickbooks website to review your personal information.
- Website address: <https://paychecks.intuit.com>
- Create a new account ID and password if new to Quickbooks. If already have an account with another company, use same username and password. A drop down menu is available to select.
- The first time you access your paychecks, you will be required to verify your social security number and net amount of your most recent paycheck. Have this information ready.
- You may access this website for payroll deductions and W-2 forms from prior pay periods.
- Any changes to your mailing address are required to be submitted to SCSA directly via use of a W-9 form (www.irs.gov – Forms). A new Direct Deposit authorization is required to change bank information. Changes on the ViewMyPaycheck website will not change information until you also provided the new information to SCSA.

Miscellaneous information:

- **What if I don’t have an account?** Checks remain an option but will be mailed bi-weekly.
- **How will I know funds are deposited?** An email can be sent to you if requested.