

## Instructions to Upload Your W-9

Purpose: ABOA and Zebra-ware have worked together to develop a process by which officials can upload their W-9 into zebra-ware. By so doing, school district personnel who process officiating payments will be allowed to view and print W-9s, as needed. This process has been developed so that the information on the W-9 is stored as an encrypted file on a secured server.

### Important W-9 Information

- The W-9 needs to be legible.
- The W-9 needs to be complete with the address on the W-9 matching the address in zebra-ware.
- If you change your address during the season, you will need to upload a new W-9 into zebra-ware. When uploading a W-9 into zebra-ware and another W-9 exists, the most recent W-9 will replace an existing W-9. The old W-9 is removed from the system.

### Step 1: Fill Out Your W-9

Blank copies of a W-9 can be found at [www.irs.gov](http://www.irs.gov) or on our chapter's website ([www.basketballofficials.com](http://www.basketballofficials.com)) in the "Information" section, then "Forms and Reports." Once you've completed the W-9, print only the first page. (The W-9 is four pages long. However, the first page is the only one needed.) Important: Ensure that the information listed on the W-9 is legible. Sign and date your W-9.

### Step 2: Scan Your W-9

Zebra-ware requires the W-9 to be scanned as an image (.jpg, .bmp, or .png format), not a .pdf document. By so doing, the image is encrypted for security purposes. You have two options for scanning your W-9.

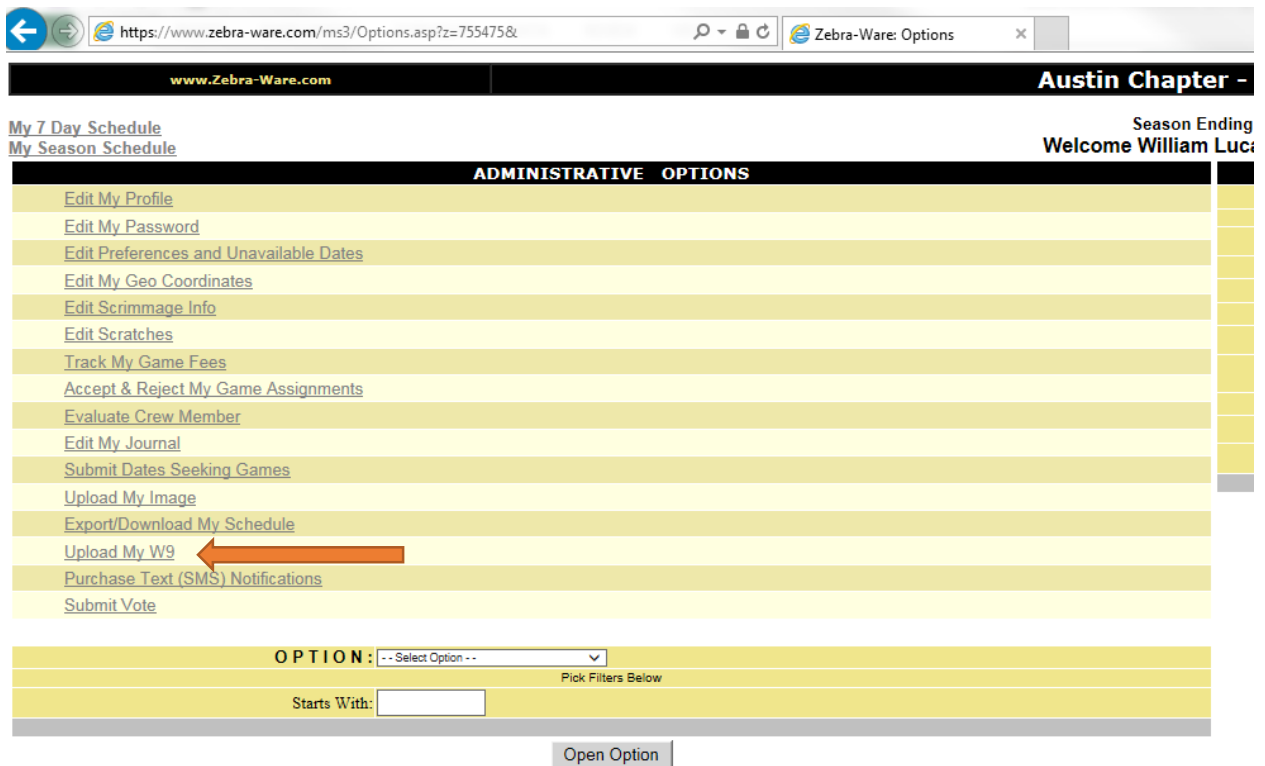
Option 1: Scanned Image. Using a scanner (most printers also have the capability to scan documents). Scan the first page of the completed W-9 and save the image as a .jpg, .bmp, or .png image. You will need to remember the folder where the image is saved. Do not scan more than one page as zebra-ware will not allow you to upload more than one page into the W-9 storage system.

Option 2: Cell Phone Picture. You can use your "smart" phone to take a picture of your W-9. A picture taken by your cell phone is saved in the format required for uploading into zebra-ware. When taking a picture, make sure the W-9 fills the picture screen and is legible. Once you have taken the picture and saved it on your phone, you can either login into zebra-ware using your phone's internet connection or connect your phone to your computer and login into zebra-ware using your computer.

*With the image scanned or picture taken, you are ready to upload the image into zebra-ware.*

### Step 3: Upload Your W-9

1. There are three options for uploading your W-9 into zebra-ware.
  - a. A computer storing the W-9 image.
  - b. A “smart” phone storing the W-9 picture.
  - c. A computer where your “smart” phone is storing the W-9 picture. If using this option, make sure make sure your phone is connected to your computer and allowing the computer to access photos.
2. On your computer or “smart” phone, login into zebra-ware using your user name and password.
3. On the left-hand side of welcome screen under “Administrative Options” you will find “Upload My W9”. (See the orange arrow below.)
4. Click “Upload My W9”



[Intentionally Left Blank]

5. After clicking "Upload My W9", you will be taken to the page below.
6. Click the "Browse" button. (See the blue arrow below.)
7. If using a computer: After clicking the "Browse" button, you will be taken to your computer's directory. Locate the directory where the image is stored. Once you have found the image, click the "open" button on the lower, right-hand corner of the window containing the image. The "Image File:" will list the address where the image is stored on your computer.
8. If using a "smart" phone: After clicking the "Browse" button, you will be taken to your telephone's picture folder. Locate the picture and select it.
9. Once you have found the image/picture, click the "Submit" button. (See the green arrow below.)



[Return To Options](#)


[Get Blank W9 \(one page\)](#)

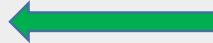
**Use this page to upload a signed copy of your W9.**

**Uploaded and signed W9 must be an image in .jpg, .bmp, or .png format.**

**During the upload, your file will be encrypted.**

**Only specific school personnel marked as 'Pay Admin' will be able to view your W9.**

**Name:**   

**Image File:**   

**Remove My W9**  

[Intentionally Left Blank]

10. When the upload is complete, you will see a copy of the image/picture below the “Submit” button (see below) and see a message that the upload is successful.
11. Verify that the image/picture is legible. If it is not legible, rescan the W-9 or take another picture and follow the steps above.
12. You’ve completed the upload! You can either return to zebra-ware options or log out of zebra-ware.

**Note:** There is an option for you to remove your W-9. (See the purple arrow above.) To do so, click the box to the left of the “Remove My W9”, then click the “submit” button. You’re W-9 will be removed from the system.

[Return To Options](#)

[Get Blank W9 \(one page\)](#)

### Upload Successful - Encryption Completed

**Use this page to upload a signed copy of your W9.**

**Uploaded and signed W9 must be an image in .jpg, .bmp, or .png format.**

**During the upload, your file will be encrypted.**

**Only AD's or Coaches marked as 'Pay Admin' will be able to view your W9.**

<b>Name:</b>	William, Lucas ▼
<b>Image File:</b>	<input type="text"/> Browse...
<input type="button" value="Submit"/>	

Form <b>W-9</b> (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer          Identification Number and Certification</b>	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. <i>Ray Lucas</i>		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
6 City, state, and ZIP code		