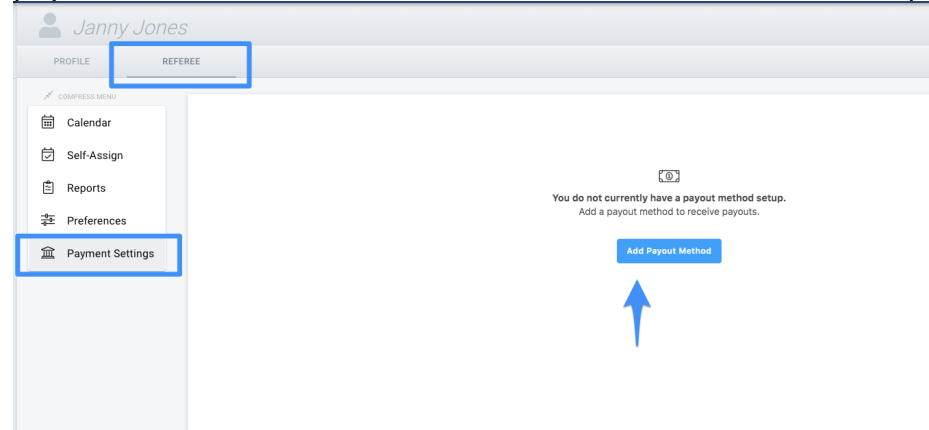


How does a referee set up tax information for payouts, update, and view status?

Referee Bank and Tax Information Setup

Referees that want/need to be paid via ACH for their assignments will need to fill out their payment information and W2. This is done via the Referee's profile page > Payment Settings.



Entering Bank Information

The Referee must click the Add Payout Method to get started and fill out their Profile Information and Click Next.

The screenshot shows a form titled 'General Information'. The form has two radio buttons for 'Type': 'Individual' (selected) and 'Business'. Below this, there are several input fields: 'First Name' (Nathaniel), 'Last Name' (redacted), 'Email' (redacted@gmail.com), 'Date of Birth' (March 11, 1976), 'Country' (United States of America), 'Address' (85 Way Lane), 'Address 2' (Apt 3, marked as OPTIONAL), 'City' (Washington), 'State' (District of Columbia), and 'Postal/Zip Code' (20001). At the bottom right of the form, there are two buttons: 'Back' and 'Next'.

The Referee must then add their banking details: Account Routing and Checking Number and Name on the Account and click Add. This information is not stored by Demosphere. It is stored by our payout provider, Payment Rails. [Payment Rails stores account information securely.](#)

Bank Transfer

Bank account currency
US Dollar (USD)

Bank Name
PNC BANK, NA

Address
P7-PFSC-03-H, PITTSBURGH, PA

Routing number
054000030
ACH/Direct Deposit Routing number has 9 digits

Account number
53

Name of Account Holder (as shown on bank statement)
Nathaniel

Important:

- You MUST provide the ACH/Direct Deposit ABA Routing Number and NOT the Bank Wire routing number. Although these are both 9 digits numbers, they are usually different and will result in a returned payment if the Wire routing number is provided.
- Please provide your full name (or business legal name for businesses), exactly as shown on your bank statement. Failure to do so may result in a returned or delayed payment.
- Please ensure that the provided account is a US Dollar currency account, otherwise payments will likely be returned by your bank.

[Need help? Find your bank details on a check](#)

[Back](#) [Add](#)

Entering Tax Information

The Referee must complete their US tax form by clicking the Submit a Tax Form button.

Payout Method Submitted Successfully!

Your payment preferences are set up.
 You have not completed a tax form yet.

We are required to collect your Tax information in order to send you payments. You can complete a tax form now, or you can choose to complete it later.

[Submit a Tax Form](#)

[Done](#)

Tax Forms can be submitted through the Payment Rails interface by clicking the Continue button or uploaded directly using the upload option in the disclaimer.

Tax Form - W-9

U.S. federal tax law requires us to collect tax information through an IRS Form W-9 or W-8 series and report on certain income paid. Disclaimer: While we do not provide tax, legal or accounting advice, we will do our best to provide you with the information you need to make your own decision about how to comply with applicable U.S. tax laws. If you still have questions after reviewing the information provided by the IRS, please contact your own tax, legal and/or accounting advisor prior to completing a U.S. Tax Form

Need more help? [Try our Tax Form Wizard](#), or click [here](#) to upload a form directly.

[Direct Upload Option](#)

[Create in Payment Rails](#)

[Exit](#) [Continue](#)

W-9 Substitute Form
Personal Information (1 of 2)

Instructions for completing the W-9 form can be found at the IRS website [here](#)

Name (as shown on your income tax return)

Business Name (if different from Name)

Address City

Country State / Province Zip / Postal Code

United States of America Select a region

Part I - Taxpayer Identification Number

Federal Tax Classification Taxpayer ID Number

Select a Classification XXX-XX-XXXX

If using the Payment Rails interface, the Referee must fill out all required fields and validate the information on the second page which serves as the certification and signature step.

Submitting W9
You will not be able to edit this form after you've submitted it.

Cancel Submit Form

Taxpayer Identification Number

SSN

Part II - Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number, 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 US citizen or other US person
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct
- I have read and acknowledge the certification

By typing my name (Nathaniel) I confirm that I agree to the electronic submission of my completed W-9 form and that I accept that the information provided constitutes a legally binding digital signature.

Name (Nathaniel) Date

Name Here April 2, 2020

Name must match the name on your income tax return

By signing, you declare that the information provided is true and correct and you are properly authorised to sign this agreement on behalf of the party for which you are signing

Exit Back Complete W-9

Once all information has been entered, clicking the Complete W-9 button will warn the user that edits may not be made after the submission is requested. If corrections are required, the referee can submit a new form.

The successful submission begins the account verification and validation process handled by Payment Rails. During this process, Payment Rails will:

- Validate the supplied banking information
 - Account holder name is searched against the AML (Anti Money Laundering) watch lists: OFAC, FBI, SDN and others
 - Routing Numbers are validated using ABA Routing Number validation and Account Numbers based on length (format)
- Validate the Tax ID and check it against their compliance requirements.
 - Tax IDs are validated against the IRS Tax Database to ensure that the name and Tax ID provided by the Referee is accurate.

Once the compliance checks are completed successfully, the Referee's Payout Method will be marked as Active and the Tax Form will be marked as Reviewed. This signifies that the Referee is now payable.

Revising Bank or Tax Information

If the provided bank/tax information needs to be edited or corrected, Referees can access their details in the Payment Settings view.

They have the option to:

- Continue progress on filling out incomplete information
- Enter or revise bank details
- Enter a new tax form (no edits on submitted forms are allowed)
- Check the status of their submitted details

Bank and Tax Information Statuses

The verification and validation of Bank and Tax information is all handled by Payment Rails and occurs in a matter of minutes. The status is returned in the Payment Settings view.

- If there are no issues with any of the Bank Information or Tax Information provided, the button next to the Bank Transfer and Tax Forms will be flagged in green.
- If there is an issue with any of the Bank Information or Tax Information provided, the button next to the Bank Transfer and Tax Forms will be flagged in yellow with an inactive status. This signifies that the Referee must re-submit the data provided. Referees must check this view manually.
- At any time, a person may quit the process and pick it back up where they last saved their progress.

PROFILEREFEREE

COMPRESS MENU

- Calendar
- Self-Assign
- Reports
- Preferences
- Payment Settings**

Payout Methods Edit Current Payout Method

Bank Transfer **ACTIVE**
PNC BANK, NA - ***B2 (USD)

Tax Forms Add New Payout Method + Add Payout Method

W-9 **REVIEWED**
Submitted on Apr 2, 2020

Statement Delivery: E-Delivery

Withholding Rate
0.0%

+ Complete a Tax Form

Active + Review = Referee is Payable

Related Attachments

None Found