



COACHES STIPEND REQUEST

Use this form to request payment of stipends or bonuses for season coaches engaged through Tiger Boosters (signed Tiger Boosters contract & W-9).

1. When using this form, do NOT use a Payment Request form. *Most often, the Wilson Athletic Director will submit request for issuing stipends. Check with the AD to confirm you need to fill this out.*
2. Email this completed form to AP.treasurer@wilsontigerboosters.org
3. All coaches who receive a stipend or bonus (not reimbursement) are required to fill out a W-9 electronically through Track1099, and the Tiger Boosters coaches agreement through DocuSign. They will also fill out a form for direct deposit (our preferred method). Information is only required the first time the coach gets paid, and when there are address and info updates. *If a coach cannot be paid because they have not filled out this information, we will send an email to the WTA sport email address.*
4. For coach bonuses, Tiger Boosters can provide notice and the date the deposit will be made (so you can add it to a card or note).

Season		Today's Date	
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REQUESTED BY:

Name of person making check request			
Email		Mobile #	

COACHES TO BE PAID:

TEAM	COACH (FULL NAME)	AMOUNT

PAYMENTS THROUGH:

Verified By:		Approved:	
Payments Processed:		How:	Check ACH