Uploading W9 to QCSRA Website

1. Download, Fill out, and Sign W9 from IRS. [Link to Document](#)
2. Log onto qcsra.org
3. Click on **Services Tab**
4. Click **Paperwork**
5. Click **Upload**

Upload Paperwork for Devon Dieckman	
Document	W-9 ∨
Filename	Choose File No file chosen
Action	Upload

Services
- ⚽ Agreement
- ⚽ Directory
- ⚽ FAQ
- ⚽ Fee Schedule
- ⚽ Mail
- ⚽ Officers
- ⚽ Paperwork
- Upload
- ⚽ Profile
- ⚽ Rankings
- ⚽ Subscription

6. Click **Choose File**
   1. Select your filled out form
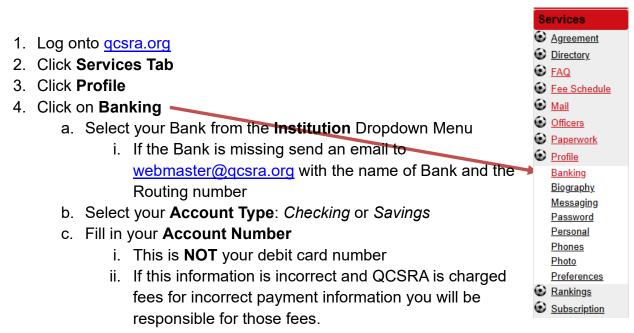
7. Click **Upload**
   1. The Paperwork screen will be updated showing a Pending Status.

Paperwork Status					
For...	Devon Dieckman				
Item	**Document**	**Uploaded**	**Type**	**Expiration**	**Status**
1	W-9	8/28/2025	📄		Pending

Adding Direct Deposit Information to QCSRA

1. Log onto qcsra.org
2. Click **Services Tab**
3. Click **Profile**
4. Click on **Banking**
   a. Select your Bank from the **Institution** Dropdown Menu
      i. If the Bank is missing send an email to webmaster@qcsra.org with the name of Bank and the Routing number
   b. Select your **Account Type**: *Checking* or *Savings*
   c. Fill in your **Account Number**
      i. This is **NOT** your debit card number
      ii. If this information is incorrect and QCSRA is charged fees for incorrect payment information you will be responsible for those fees.
   d. Put in your **Federal Tax Number**:
      i. This needs to match your W9 you have already uploaded.

Services
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- ⚽ FAQ
- ⚽ Fee Schedule
- ⚽ Mail
- ⚽ Officers
- ⚽ Paperwork
- ⚽ Profile
- Banking
- Biography
- Messaging
- Password
- Personal
- Phones
- Photo
- Preferences
- ⚽ Rankings
- ⚽ Subscription