



New Sports Officials Feature in Internal Accounts Management System (IAMS) Quick Reference Guide (April 1, 2011)

IRS W-9 and 1099 Requirements

The IRS regulations require 1099 forms to be issued to certain companies and individuals that receive payments from CPS, including sports officials. Therefore, a requirement has been mandated for all sports officials to register with CPS prior to being allowed to perform any future services as an independent contractor.

School Financial Services and Sports Administration have notified every Illinois High School Association (IHSA) certified official of the new registration process. All officials must submit a signed W-9 form and completed Contact form. The forms must be sent to CPS Accounts Payable via:

- Fax - 773-553-2704 or
- Mail – Chicago Public Schools, Accounts Payable Department, P.O. Box 661, Chicago, IL 60690-0661

The new payment process for Sports Officials has been added to the Internal Accounts Management System (IAMS). Once an official has submitted the proper forms and has been verified by the IRS, the official's information will be added to IAMS and a CPS Official ID number will be assigned to the official.

****No payment can be made to any official not listed in the IAMS "Sports Official" database.***

Schools must follow the new payment process for all sports officials including officials for sports NOT licensed by IHSA. IAMS account numbers have been designated for **only** sports officials' payments. High schools must use account number **27110** and elementary schools must use **24247**.

If an official needs to register, a completed W-9 and contact information form must be immediately submitted to Accounts Payable.

Note: There will be a 2-3 day turnaround time to process the registration and to add the name in the Sports Officials dropdown list IAMS.

Contact Information

Accounts Payable - Sports Officials Registration

- Phone - 773-553-2722
- Fax – 773-553-2704
- Email – apw9form@cps.k12.il.us

IAMS Support

- Phone - 773-553-2750
- Fax – 773-553-2704
- Email – IAMS@cps.k12.il.us
- IAMS Website:
<http://www.quia.com/pages/internalaccounts/iams>

A link to the **Sports Official Payment Tutorial** has been added to the IAMS Home Page.

Sports Official Quick Reference Guide

Searching for Registered Sports Officials

IAMS includes a list of all CPS registered sports officials. Any official not listed in IAMS is not registered.

- ✓ Navigate to the Sports Officials Inquiry Page
 - >CPS Internal Accounting
 - > CPS Internal Accounting Management System
 - > Internal Account
 - > Setup
 - > Sports Official link
- ✓ Search for officials using the search fields in the **Simple Search** section.
- ✓ Review Search results.
- ✓ Search results contain:
 - **Official ID** - A unique ID number assigned to each official by CPS. The Official ID should be the main identifier for officials since some officials may have the same name and address
 - **Last Name**
 - **First Name**
 - **Certification Number** – A unique ID number assigned to each official certified by the IHSA
 - **Sport** - Type of sports the vendor is certified to officiate
 - Click **Go** button to display search results

Instructions for Setting up Non-Registered Sports Officials

All officials **MUST** submit a completed and signed W-9 and Contact forms to CPS Accounts Payable via:

- Fax - 773-553-2704; or

- Mail – Chicago Public Schools, Accounts Payable Department,
P.O. Box 661, Chicago, IL 60690-0661

Note: There will be a 2-3 day turnaround time to process the registration and to add the name in the Sports Officials dropdown list IAMS. Please inform your officials of this policy.

Processing Payment to Sports Officials

Remember:

Officials not registered with CPS cannot receive payments for officiating.

Only two accounts can be used to process payments to Sports Official:

27110 - High schools only

24247 - Elementary schools only

Initially, registered officials will need to be added to the school vendor file using the “**New Pay To**” process.

If you are paying a sports official for anything other than officiating a game, you will need to use an Individual Vendor type and a program other than Sports Officials. Therefore, officials may have two Vendor Types: Sports Official and Individual.

- ✓ Navigate to the Check Detail page
 - >CPS Internal Accounting
 - > CPS Internal Accounting Management System
 - > Internal Account
 - > Setup
 - > Sports Official link
 - > Disbursement tab
 - > New Check button

- ✓ Complete the Check Detail page and Submit transaction.

Note: Sports Officials will only need to be added to the school vendor file once.