



## 2019 CSA Coaches Payroll Paperwork

CSA is pleased to announce an internal payroll website that will allow electronic delivery of pay statements for the 1099 Contract Labor coaches. Features of the new system through ADP are as follows:

1. Personal access to your pay history, statements, and year-end tax forms.
2. Capability to update your address / phone / email.
3. Access through a mobile app.

Monthly pay statements will not be mailed, and direct deposit is mandatory. Direct deposit changes must be submitted to Beth Lomax as this info cannot be changed by you in your online account for security reasons.

- Everyone must turn in a contract to receive pay. Contracts must be turned in at the coaches meeting on August 4, 2019.
- If you **have worked** for CSA this past year:
  - You should have received a link to create an account in the ADP payroll system. Please log in and update your personal information. If you need to change your banking information, please complete a new direct deposit form and return with a voided check or a screen shot of your routing and account numbers.
  - If you never established your ADP account and have not been contacted via email with instructions and a personal code, please email Beth Lomax, [blomax@charlottesocceracademy.com](mailto:blomax@charlottesocceracademy.com)
- If you **have not worked** for CSA:
  - Complete and return the CSA Personal Data Sheet. Please print legibly.
  - Complete and return the W9 (page 1 only).
  - Complete and return the Vendor Direct Deposit Form and include a voided check, a letter from your bank, or a screen shot showing your routing and account number.
  - Once all your forms are returned, you will receive an email providing instructions on how to create your online account. A Personal Information Code (PIC) will be sent in a separate email immediately after the first welcome email. Both will be needed to create the online account.

**ALL PAPERWORK IS DUE BY THE 10<sup>TH</sup> OF EACH MONTH TO RECEIVE PAY FOR THAT MONTH.** New hire paperwork is due at the mandatory coaches meeting before preseason camp. Thereafter, you may email, fax, or deliver the paperwork to CSA. Please place paperwork in an envelope or ask the receptionist for an envelope if you are dropping the paperwork off at the CSA office. Please do not hesitate to contact me if needed. Welcome to CSA and best wishes for a great year!

Beth Lomax  
Payroll Manager  
704.425.1095 *cell phone*  
[blomax@charlottesocceracademy.com](mailto:blomax@charlottesocceracademy.com)  
980.217.8272 *direct fax*



# Personal Data Form

Charlotte Soccer Academy  
 13501 Dorman Road  
 Pineville, NC 28134

Phone-704.708.4166 Fax-980.217.8272

Beth Lomax – [blomax@charlottesocceracademy.com](mailto:blomax@charlottesocceracademy.com)

Last Name		First Name, MI	
Street Address			
City		State/Zip Code	
Home Phone #:		Cell Phone #	
Date of Birth:			
Primary E-mail:		Alternate E-mail:	
Gender:	M <input type="checkbox"/> F <input type="checkbox"/>		
Social Security #:			
Social Security #:	<i>(please enter a 2<sup>nd</sup> time)</i>		
Position:			
Who is your DOC:			
What Location(s) of CSA:			
<b>Emergency Contact Information</b>			
Last Name: _____ First Name: _____ MI: _____			
Street Address: _____			
City: _____ State: _____ Zip Code: _____			
Home Phone #: _____ Alternate Phone #: _____			
Relationship: _____			
Reviewed By:		Date:	
Approved By:		Date:	
_____ W9		_____ CSA E-mail	
_____ NC4		_____ Key/ Code	
_____ W4		_____ DD Vendor	
_____ I9		_____ DD Employee	





## Vendor Authorization Agreement for Automated Deposits

Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

I hereby authorize Charlotte Soccer Academy to make payment of any amounts owed to me by initiating credit entries to the account listed below. I understand and agree that if an erroneous credit is made to my account that Charlotte Soccer Academy and the financial institution are authorized to stop payment, reverse the entry, or make any adjustments necessary to my account to correct the erroneous entry. I understand that this authorization will remain in effect until I have cancelled it in writing or upon termination of my contract with Charlotte Soccer Academy.

Checking Account

Savings Account

Bank Name

Routing Number

Account Number

Attach in this box a voided check for each checking account (not a deposit slip). If depositing to a saving account, ask your bank to give you the Routing/Transit Number for your account. It is not the same as the number on a savings deposit slip. If no checks are available, please screen shot your routing & account numbers. **Some type of printed verification of the numbers are needed.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to Charlotte Soccer Academy, 13501 Dorman Road, Pineville, NC 28134

By direct FAX to 980-217-8272 or scan and email to [blomax@charlottesocceracademy.com](mailto:blomax@charlottesocceracademy.com)

Questions may be directed to Beth Lomax, 704-708-4166