

# NOTES TO MONARCH LITTLE LEAGUE UMPIRES

Enclosed you will find a Form W-9. This form is required for Monarch Little League (MLL) records so that MLL can pay you for the games that you umpire.

**Please fill this form out and return it to:**

Monarch Little League  
PO Box 270150  
Louisville, CO 80027

**How to complete the Form W-9:**

Complete the following sections.

- Name
- Address (please write legibly, as this will be where we send your tax information).
- Check the box “Individual/Sole Proprietor”
- Social Security Number – this is the most important item on the form. Your number should be in this sequence ###-##-####. **WRITE LEGIBLY!**
- Sign and Date

**Why are you required to complete this form?**

1. The IRS requires MLL to collect this information for each individual or organization that it makes payments to.
2. Without your Social Security Number on file, MLL could be required to withhold income taxes from our payments to you.

**Since MLL is required to collect this information, MLL will not make a payment to you without this information on file.**

Any umpire who has received in excess of \$600 during the calendar year will receive a Form 1099-MISC from MLL for use in filing your Federal Income tax return (which is why we need your mailing address).

If you have any questions, please contact: [treasurer@monarchll.org](mailto:treasurer@monarchll.org)