

How to Prepare Address Labels

In order to get paid by schools that do not use ArbiterPay, you have to provide each school with your name, address and phone number before each game. You will do this when you check-in for a game. In order to ensure legibility, schools require you to print this information on a specific type of peel and stick label.

The labels are made by Avery and the model/part number is 5160 for laser printers and 8160 for inkjet printers. These are available at office supply stores and via online retailers.

Avery provides 5160/8160 templates for popular word processing programs, which are free to download [here](#).

Print out a few pages of these labels with your name, address and phone number and stick them in your ref bag.

You'll also need a bunch of copies of completed W-9 forms. The W-9 form is available to download from the NFSOA website, [here](#).