

To get checks mailed to you:

1. Fill out a W-9 form

on our secure portal. If you don't know your social security number, ask a parent/guardian!

Include your:

- legal name
- address
- social security #
- signature & date

Skip all other fields

[Click here to submit W-9](#)

2. Submit your social security card

or another legal document that has your social security number (like a W-2) to our secure portal.

If you don't have any such document, please let a staff member know, and submit a picture of a photo ID to this same link instead.

[Click here to submit SSN card](#)

To get direct deposit:

If you just want checks mailed, you're done after the first two steps! You can ignore the steps below.

3. **Complete the two steps above.** We will need those steps in order to set you up for direct deposit as well!

4. Fill out a Direct Deposit form

on our secure portal. Please fill out all fields, and ignore the second page.

[Click here to fill out DD form](#)

5. **Verify your bank info** on our secure portal: you can write "VOID" across one of your checks, or ask your bank to print a form with your routing & account numbers.

[Click here to submit verification](#)

If you need help, ask the person who sent you this guide!