

**HOW TO SET UP
YOUR BANK DETAILS
IN SQUADI**



**FOOTBALL
QUEENSLAND**

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Important Information

Football Queensland and Squadi use a third-party payment platform called “Stripe”. Stripe is the largest private fintech company in the world.

In order to be paid as a Referee you will need to add your bank account details (this must be BSB and Account Number) to Squadi and Stripe.

You can access Stripe through your Squadi profile and Squadi will prompt you on how to set up your Stripe account in line with this how to guide.



For Referees Under 18 Years of Age

Stripe requires Identification Verification to ensure the security of the user. This ID must be of someone who is over the age of 18 years of age.

Stripe will only accept official forms of ID such as:

- Drivers Licence
- Passport

Even if the Referee for whom you are setting up a Stripe Account for has a Valid ID, but they are not 18+ years old, then you will need to use the details of the linked parent in Squadi, including Date of Birth, to verify your Stripe account.

What is a “linked parent” in Squadi?

Because many referees and players are under the age of 18, Squadi gives the option to link a parent to a child’s account for safety and administrative purposes.

To find out if you are the linked parent to your child’s account you will need to follow the following steps:

Open Squadi > Three Dots and More > My Profile > My Full Profile > Three Dots (next to Activity) > Personal Details > Parent/Guardian Details

In the Parent/Guardian Details you will be able to see who the linked parent is, and therefore know which email address and Date of Birth you will be required to use for Stripe.

Setting Up Your Bank Details in Stripe

When setting up bank details in your Squadi account, there are two categories that a referee will fit under.

Category 1: Squadi account is parent paired, meaning that the referee's Squadi account is managed by the parent, with the parent's email address.

Category 2: Squadi account uses the email address of the referee and not their parent's (Non Parent Paired).

Important Things to Remember When Setting Up Stripe:

There are a few things you must remember when setting up your Stripe Account:

1. If you have a Parent Paired Squadi Account (Category 1) you must use the same email address as the primary linked parent on Squadi.
2. If you have a Non Parent Paired Squadi Account (Category 2) you must use the same email address that you use to log into Squadi.
3. You must set up your Stripe Account using your bank account details; BSB and Account Number. ***Please under no circumstances use a Credit/Debit Card as your bank account.***

Opening Stripe on Squadi If You Have a Parent Paired Squadi Account (Category 1)

Please head to the following section of this help guide:

- Setting Up Your Bank Details in Stripe as a Category 1 User.

Opening Stripe on Squadi If You Have A Non Parent Paired Squadi Account (Category 2)

If you do not have a parent paired Squadi account to start the process of setting up your Stripe Account, you will need to navigate to the Edit Bank Account Screen.

This can be found here:

Open Squadi > Three Dots and More > My Profile > My Payment Methods > Referee/Official Payments > Edit Bank Account

Once you navigate to this button you will see a Stripe screen appear in Squadi prompting you to set up your Stripe Account.

Please read through the following sections of this guide before you continue:

- Important Things To Remember When Setting Up Stripe
- Setting Up Your Bank Details in Stripe As A Category 2 User

Setting Up your Bank Details in Stripe As A Category 1 User

The parent will need to switch into their child's Squadi Profiles to see their child's account:

Three Dots and More > Select Switch Profiles > Select Child's Name

Once in the child's account follow the steps below to enter the necessary details from there.

Squadi Home Screen > Three Dots and More > My Profile > My Payment Methods > Upload/Edit Bank Account.

If the user has already started the process, the first screen will be a verification code.

If they haven't started, then the same email address of the linked parent on Squadi is required first.

The please follow these Steps:

Select the default of "Individual Sole Trader" > Save/Next > Industry > Select Entertainment and Recreation > Select "Other" as the sub drop down option > Enter your physical address > Enter the **Referees** bank details (BSB and Account Number you want the money paid into) > Upload Document (this will be a photo - driver's licence or passport **of the Parent linked to the account**).

Note if you cannot change to your name and date of birth to upload then **SKIP this page** and go to the next and it will then allow you to make the name changes from your child to your own. (Parent name and DOB as per your identification uploaded).

Setting Up your Bank Details in Stripe As A Category 2 User

For the User/ Referee to add/edit their bank details they need to follow this process:

Squadi Home Screen > Three Dots and More > My Profile > My Payment Methods > Upload/Edit Bank Account.

When arriving at the Banking details screen:

Select the default of “Individual Sole Trader” > Save/Next > Industry > Select Entertainment and Recreation > Select “Other” as the sub drop down option > Enter your physical address > Enter the **Referees** bank details (BSB and Account Number you want the money paid into) > Upload document (this will be a photo - driver’s licence or passport of the Parent linked to the account or of the Referee if they are Over 18 years of age and not parent linked)

Note if you cannot change to your name and date of birth to upload then **SKIP this page** and go to the next and it will then allow you to make the name changes from your child to your own. (Parent name and DOB as per your identification uploaded).

Ensuring Your Pay Is Tax Free

Income from refereeing is Tax Free as it is classed as Hobby, but this is only ensured by the ATO if you upload a Statement by Supplier Document to your Squadi Account.

This is an ATO requirement for all referees, regardless of age.

To upload your Statement by Supplier Form to your Squadi Account please fill out the following form:

<https://footballqueensland.com.au/wp-content/uploads/2024/02/Statement-by-a-supplier-Tax-form-for-Referees.pdf>

Once complete upload to Squadi following these steps:

Three Dots and More > My Profile > My Full Profile > Three Dots (next to Activity) > Personal Details > Documents > + Document > Document Type > Statement by Supplier > Click to upload > Upload Document > Save

Thank you for setting up your Bank Account Details on Squadi via Stripe and we look forward to continuing to work with you.

If you have any questions in relation to the above please contact Football Queensland Referees Department via email on referees@footballqueensland.com.au

Subject: How To Set Up Your Bank Details In Squadi

Then someone from the team will respond to you as soon as possible.