



1 Independence Hill, Farmingville N.Y. 11738

Directions to print Claim Form

1. Login on Zebraweb
2. Click “assigning”
3. On the top of the page, click on “reports”
4. Scroll down the page until you see “Finance Reports”
5. Click “Officials Individual Payment Voucher”
6. Enter a start date and end date for your season.
Ex: 8/25/2025 and 11/1/2025
Teams: ALL
Game Type(s): ALL
Level(s): ALL
Sport(s): WHICHEVER SPORT PORTAL YOU ARE IN WILL BE THE ONE APPEARING
Region(s): ALL
7. Add any additional fees (5th period, late fee(s), etc.) or cancelled games that are not included in the form (\$50).
8. Click “PRINT” at the top right. (Do NOT use the download options)
9. Attach any extra sheets for additional fees you may have for verification purposes. If there is no verification, then auditors will not allow us to accept it.
10. Go through your entire claim form and make sure all games are listed, fees are accurate, and any other information is correct!
11. Write in your last four numbers of your social security
12. SIGN!! *The entirety of the claim form must be done in pen*

**** Please keep in mind that these steps will have to be repeated for all sports you may work during a specific season. Just like previous years, you will have multiple claims forms if you work multiple sports in a season. For example, if you work both girls’ and boys’ soccer, whatever sport association portal you are in is the claim form that will show. Once you print one, you will have to go back to the top right corner of the page and “switch association” to the other sport(s) you worked and repeat these steps.**

**** Claim forms still must be mailed into Section XI.**