

DON'T BE LEFT EMPTY-HANDED ON PAYDAY

Please take a few minutes to complete the attached forms:

- 1. *New Hire Reporting Form***
- 2. *Residency Certification Form***
- 3. *LST Withholding Exemption Certificate***
- 4. *Form I-9 Employment Eligibility Verification***
***Complete Section 1 and give to your employer to
complete Section 2. You will need to show ID such as
your Driver's License, Social Security card, Passport, etc.***
- 5. *Optional – Employee Direct Deposit Authorization***
If applicable, please attach a voided check

**UNTIL THESE FORMS ARE RECEIVED IN THE PAYROLL
OFFICE *NO PAYCHECK WILL BE ISSUED* TO YOU.**

DO IT NOW!

10 Minutes

To fill out

4 FORMS