

Project Skills Paperwork Checklist

___ I-9 Employment Eligibility Verification

- Copy of acceptable documents (see back of I9 form for list)

___ Non-Permanent Payroll Form

- Part A -- filled out by student
- Part B -- Rehabilitation Counselor signs Department line and lists location

___ W-4

- Fill in all boxes
- Form must be for the correct calendar year
- Include copy of Social Security card for payroll verification

___ Employee Direct Deposit Payroll Card Form

- Direct Deposit is required
- A voided check/verification from bank is needed if deposited into checking/savings account
- Student can elect to do a payroll card
- Email address is required to receive an electronic paystub

___ Restrictions on Employment

- Please complete if student is over 18
- If student is under 18, please indicate so on the bottom of the form

NOTES: Please ensure forms are complete with all signatures. Do not submit to BHR if any information is missing.

Send to BHR:

- **First Scan file** -- the Non-Permanent Payroll Form only.
- **Second scan file** – all other documents with I9 first, I9 document(s) second, followed by all other documents.
- **E-mail** the two scanned files in one e-mail to the BHR HR Specialist for DHS.