



Human Resources Forms

Direct Deposit Form:

Routing Number is the first series of numbers at the bottom of your check.

Account Number is the second series of numbers at the bottom of your check. **(Bring in voided check)**

New Hire Reporting Form:

Complete the "Employee Information" section.

Leave "Date of Hire" blank.

Form I-9:

Complete Section 1. **(Bring in Passport or Driver License and either original Social Security card or original Birth Certificate)**

Form W-4:

Complete bottom section.

The "Personal Allowances Worksheet" is optional.

Note: The lower the number of allowances claimed (0), the more money that will be withheld from each pay check for taxes.

Form NC-4:

Complete all sections except the "Employer" portion at the bottom.

Retirement Savings Plan:

(ALL employees must complete the Beneficiary forms regardless of status)

Beneficiary Form:

Complete the Personal Information section with your demographic information.

Select Choice A, B or C.

Name your Beneficiary on the second page.

Sign and date the bottom of the form.

Criminal History Release:

Print and sign name on first page.

Complete second page entirely.

Accountability Statement:

Complete name, department and date.

Read and initial each page.

Sign and date last page.

Standards of Behavior:

Sign and date the second page

Statistical Record:

Fill out completely.

Vehicle Parking Registration:

Fill out completely.

Application (if provided)