

Name: _____
Prefix First MI Last Suffix

U.S. Citizens and Resident Aliens

- Notice of Appointment *This is a written document (letter, memo or e-mail) indicating the person hired, the position title, duration of employment (where applicable) and salary. The McNeil Building BAS will also need to know the funding source.*
- Employee Information Form
- IRS Form W-4
- I-9 Employment Eligibility Verification

Photocopy all documents presented to verify employment eligibility and attach.



A representative of the hiring department must sign this form after reviewing and copying the documents presented by the new hire. The list of acceptable form is located on the back of the I-9.

- Photocopy of Social Security Card *(if not copied for I-9)*
- Photocopy of Photo ID *(if not copied for I-9)*
- Voluntary Self-Identification Form *This form is optional.*
- Direct Deposit Form *Attach voided check.*

For Foreign Nationals/Resident Aliens:

- Photocopy of Permanent Resident Card (“Greencard”) *(if not copied for I-9)*



After completing the attached paperwork, return it to the McNeil Building Business Administration Services, 153 McNeil.