



## INSTRUCTIONS FOR COMPLETING NEW HIRE PAPERWORK

### PLEASE READ CAREFULLY

There are four important documents you **must complete and submit in person** before you are able to get paid.

1. Direct deposit form – filled out, and signed with a Voided Check.
2. W-4 Tax Form – filled out, and signed.
3. Authorization to get fingerprinted – filled out and signed.
4. **I-9 – Extremely important**
  - a. This form is from Homeland Security and must be filled out and signed. The Employee needs to fill out Page 7 only, however pages 7,8, and 9 must be returned accompanied with Identification. Please read below.
  - b. **BRING YOUR PASSPORT OR**
  - c. **ONE FORM OF I.D. FROM COLUMNS B & C on Page 9.** Most common are your driver's license and social security card.

If you have any questions, or want to set up an appointment to come in, please call me at the number below.

Barbara Vanasse  
941-746-2121 x1102  
Payroll Coordinator  
Saint Stephen's Episcopal School  
315 41<sup>st</sup> Street West  
Bradenton, FL 34209