



## Bowling Green State University New Employee Orientation

### RECORDS SESSION CHECKLIST

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This checklist is designed to help you complete your required payroll and tax paperwork on time. Please bring the applicable items listed below, as well as this completed checklist to your scheduled *Records Information Session*. Please contact the Office of Human Resources, Records Department, (419/372-8424) if you have any questions.

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#### 1. State Tax Form:

- \_\_\_ Name of School District
- \_\_\_ Number of deductions to claim (worksheet provided on the State Tax Form)

#### 2. W-2 Form:

- \_\_\_ Number of deductions to claim

#### 3. I-9 Form:

United States Citizens:

- \_\_\_ Photo identification including Driver's License, Passport, Valid School ID Card
- \_\_\_ Proof of citizenship/employment eligibility including US Social Security Card

Legal Aliens:

- \_\_\_ Photo identification
- \_\_\_ Alien registration number
- \_\_\_ Alien registration expiration date

#### 4. PERS Retirement Form:

Full Name and Date of Birth for:

- \_\_\_ Parents (Living or Deceased)
- \_\_\_ Spouse (Living or Deceased)
- \_\_\_ Children (Living or Deceased)

Prior State Employment History, if applicable, including:

- \_\_\_ Dates of Employment
- \_\_\_ State System (Education, Police, etc.)

#### 5. Emergency Contact Information:

- \_\_\_ Name, address, and phone number of emergency contact person

#### 6. Direct Deposit Information:

- \_\_\_ Your banking institution's name and address (anywhere in the United States)
- \_\_\_ Savings account routing number (to deposit all or part of paycheck to savings account)
- \_\_\_ Deposit slip for checking account (to deposit all or part of paycheck to checking account)

#### 7. Moving? Ask about the Office of Human Resources' *Relocation Package* during your Records Information Session!

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*Supporting Bowling Green State University's Core Values:*

Respect for one another \* Cooperation \* Intellectual and spiritual growth \*  
Creative imaginings \* Pride in a job well done \*