



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources

## Bowling Green State University New Staff Orientation

### RECORDS SESSION CHECKLIST

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.

**1. State Tax Form:**

- Name of School District
- Number of deductions to claim

**2. W-2 Form:**

- Number of deductions to claim (worksheet provided on the State Tax Form)

**3. I-9 Form:**

United States Citizens:

- Photo identification including (bring one of the following)
  - Driver's License
  - Valid School ID Card

**AND**

- Proof of citizenship/employment eligibility (bring one of the following)
  - US Social Security Card
  - Birth Certificate

**OR**

- Passport may be used to satisfy both photo id and proof of citizenship

Legal Aliens:

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

**4. Prior State Employment History**, if applicable, including:

- Dates of Employment
- State System (PERS, SERS, STRS, 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
- Voided check for checking account (mandatory deposit)

**7. Official Transcripts (Administrative Staff Only)**

- If official transcripts have not yet been submitted, please bring official transcripts with you