

Bowling Green State University New Employee 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 Driver's License, Passport, Valid School ID Card
- ____ Proof of citizenship/employment eligibility including US Social Security Card & Birth Certificate

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 or deposit slip for checking account (mandatory deposit)

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