EMPLOYEE RIGHT TO WORK & PAYROLL RECORD

Employment Eligibility Verification Setup

1. EMPLOYEE INFORMATION

LAST NAME _____

FIRST NAME & MIDDLE INITIAL _____

ADDRESS (STREET NAME AND NUMBER, APARTMENT NUMBER) _____

CITY, STATE & ZIP CODE _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

2. EMPLOYMENT ELIGIBILITY ATTESTATION

The employee must attest, under penalty of perjury, to their citizenship or immigration status by checking one of the following boxes:

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States
- ☐ A lawful permanent resident (Enter Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (Expiration Date, if applicable): _____

3. DOCUMENT VERIFICATION (EMPLOYER REVIEW & VERIFICATION)

Examine original documents from List A OR a combination of List B and List C to verify identity and employment authorization.

Document Details	List A (Identity & Eligibility)	OR	List B (Identity)	AND	List C (Eligibility)
Document Title					
Issuing Authority					
Document Number					
Expiration Date					

4. PAYROLL SYSTEM SETUP

EMPLOYEE ID _____

HIRE DATE _____

PAY RATE (HOURLY/SALARY) _____

PAY FREQUENCY _____

DIRECT DEPOSIT BANK NAME _____

ROUTING NUMBER _____

ACCOUNT NUMBER _____

5. CERTIFICATIONS & SIGNATURES

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and that the employee is authorized to work in the United States.

SIGNATURE OF EMPLOYER OR AUTHORIZED REPRESENTATIVE

DATE

SIGNATURE OF EMPLOYEE

DATE