NEW HIRE ELIGIBILITY VERIFICATION

Payroll Setup & Employment Authorization Template

SECTION 1: EMPLOYEE PERSONAL INFORMATION (TO BE COMPLETED BY EMPLOYEE)

Last Name: _____ **First Name:** _____

Middle Initial: _____ **Social Security Number:** _____

Address: _____

City: _____ **State / ZIP Code:** _____

Date of Birth: _____ **Phone Number:** _____

SECTION 2: EMPLOYMENT ELIGIBILITY ATTESTATION

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ An alien authorized to work until (Expiration Date, if applicable): _____

Signature of Employee: _____ **Date:** _____

SECTION 3: EMPLOYER REVIEW AND VERIFICATION (TO BE COMPLETED BY EMPLOYER)

Examine identification documents presented by the employee and record the document titles and numbers below.

List A (Identity and Employment Authorization)

Document Title: _____

Issuing Authority: _____

Document Number: _____

Expiration Date: _____

List B (Identity) AND List C (Employment Authorization)

List B Doc Title: _____

List B Doc No: _____

List C Doc Title: _____

List C Doc No: _____

SECTION 4: PAYROLL SETUP & AUTHORIZATION

Date of Hire: _____ **Job Title:** _____

Department: _____ **Pay Rate / Type:** _____

Direct Deposit Bank: _____ **Routing Number:** _____

Account Number: _____ **Account Type:** _____

Certification: I attest 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 to the best of my knowledge the employee is authorized to work in the United States and meet the requirements for payroll setup.

Authorized Representative Signature: _____ **Date:** _____

Representative Name (Print): _____ **Title:** _____