

## PAPERWORK INSTRUCTIONS

### All paperwork must be completed in black ink

#### MidAmerica-ING – DEFERRED COMPENSATION 457 PST ENROLLMENT FORM (FORM WILL BE COMPLETED DURING ORIENTATION)

Pasadena ISD has adopted this for their part-time or temporary employees in lieu of Social Security. This plan is not an option.

1. Bring to orientation the following information:
  - a. Beneficiary names and their date of birth

#### EMPLOYEE VERIFICATION DOCUMENT

Read all sections. Signing this document acknowledges that you have read and understand all of the information on this document.

1. Section 5 – Circle open or close beside each item in this section. **Choosing open allows the public to have access to your personal information.**
2. Complete all information on the bottom of form and sign and date it.

#### U.S. Department of Justice – Form I-9

**\*\*The government will not accept any mistakes or scratch outs on this document. If you make a mistake on this form, mark one line through it and initial and date beside the mistake.**

1. Complete **only** section 1. Please be sure to check the appropriate box concerning citizenship. You are responsible to putting your INS card number and expiration date in the blanks if applicable.
2. Sign and date with today's date.

**\*\*\*Do not complete any sections below Employee Signature and Date.**

#### W-4

The worksheet section is for your use only and is not required. Do not cut the form, return the entire sheet.

1. Complete sections 1, 2, 3, 5 and 6.
2. Sign and date with today's date.
3. Do not complete section 8, 9 or 10.

#### STAFF EMERGENCY DATA

1. Complete all sections.
2. Put your Drivers License number on the TDL # line.

#### LETTER OF REASONABLE ASSURANCE

1. Complete all sections on the form.
  - Put today's date in the Date section
  - In the Dear section - put your first and last name.
  - In the section – Please complete the following information and return the original to Human Resources Department by \_\_\_\_\_ put today's date.
  - Check – Teacher or Paraprofessional and write sub above the appropriate one.

### **AUTHORIZATION AGREEMENT FOR DIRECT/AUTOMATIC DEPOSITS**

You have a choice of having your payroll check deposited directly into your checking or saving account or mailed directly to your home. If you choose direct deposit; please complete this form and attach a voided check to it. We will not be able to process the direct deposit without a voided check or a deposit confirmation from your bank. This process will take two pay periods to become effective. Your first check will be mailed to your home.

1. Complete the top portion of the form.
2. Put today's date next to your signature.
3. Complete name of bank, transit/routing number and account number. The bank transit/routing number is usually the first set of numbers on the bottom left hand side of your check. Do not include your check number in the account number.
4. Check savings or checking.

### **ACCEPTABLE USAGE POLICY**

Please read and fill out bottom portion.

### **EMPLOYEE ACKNOWLEDGMENT FORM**

Please read and fill out middle section with your name, date, and address.

### **SSA-1945 FORM**

Please read and fill out top portion with your name and social security number. Sign and date the bottom

### **NOTICE TO NEW EMPLOYEES**

Tear off the remaining pages, they are yours to keep. If you feel you have been exposed to hazardous chemicals while on school property; please use the information on the last sheet to report it to the proper authorities.

**If your paperwork is incomplete or incorrect, we will not be able to hire you and you will be called by the Substitute Office to come into our office to complete your paperwork.**

**Bring all documents to the Substitute Orientation.**

**You will not be admitted into Orientation without paperwork, Driver's License and Social Security Card and college transcripts.**