



Checklist of Forms- Substitute

(Tear out page and return to Human Resource Services)

Payroll Sensitive

Name: _____

Site/School: _____

This checklist identifies the two kinds of forms in this packet: (1) those you must **complete and return to Human Resource Services** (Section 1); and (2) those you are to retain for your own information or records (Section 2 Appendix). Please keep in mind the importance of completing and returning the forms in Section 1 to Human Resource Services **within two working days. Please return the Checklist of Forms with Section 1 forms.** Thank you.

SECTION 1: RETURN

Checklist of Forms-Substitute

Emergency Data
Ethnic Origin and Race
Questionnaire
Oath of Allegiance
Child Abuse Reporting Req.
Employment Eligibility Verif
Copy of Social Security Card
Authorization for Electronic
Money Trnsfr (Direct Deposit)
Federal Withholding Form
(W-4)
State Withholding Form (DE-4)
Retirement Questionnaire
STRS Permissive Membership
Acknowledgement of Receipt
of Election Info Retirement
System Coverage (STRS)
Retired Employees (STRS)
Work