**Add to Payroll Checklist**

Complete this checklist and submit as a single file with the below list of required forms. All forms must be completed in their entirety and signed as noted below.

**Client Information**

Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date (mm/dd/yyyy) \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Payroll Documents**

□ I-9 (completed & signed by participant and career planner)

□ Copies of I-9 Supporting Documents

□ W-4- State (completed & signed by participant)

□ W-4- Federal (completed & signed by participant)

□ Direct Deposit Form (completed & signed by participant regardless of method of payment)

* Include a photocopy of a voided check

□ Payroll Card Form (completed & signed by participant)

* only required if requesting payroll card as method of payment

□ Payroll Information Sheet (completed & signed by career planner)

□ Work Experience Consent (completed & signed by participant and career planner)

□ Worksite Agreement (completed & signed by worksite supervisor, participant, and career planner)

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Career Planner (Print Name)

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Career Planner Signature Date