



# 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