

PREPARE FOR YOUR APPOINTMENT

WRT 102: SummerWorks Orientation and HR Paperwork

Instructions: Please complete this form and bring this form and the supporting documents you check off on the form to your appointment. **This form and the supporting document contain personally identifiable and highly sensitive information. Please handle this information with care.**

Full Name	Age	SSN ¹

¹ SSN is required for your payroll account and to E-Verify Employment Verification

Signed Work-based Training Program Participant Agreement

This agreement was presented to you in your [Connect2Careers Job Seeker Account](#). You were given the option to sign this form electronically or to print this form and bring it signed to this appointment. Please identify which applies to you:

If I am under the age of 18 (check all that apply)	I am age 18 or older (check all that apply)
<input type="checkbox"/> I signed this agreement electronically <input type="checkbox"/> My parent/guardian (or surrogate if homeless) signed this agreement electronically <input type="checkbox"/> I chose to print this agreement to get all required signatures (bring signed copy to this appointment)	<input type="checkbox"/> I signed this agreement electronically ²

² If you are age 18 or older and did not sign electronically, please login to your [Connect2Careers Job Seeker Account](#) and do this before your appointment. If you cannot do this before your appointment, you will have an opportunity to do this during your appointment.

Form W-4 Preparation

During this appointment staff will assist you with completing the [Form W-4 Employee's Withholding Allowance Certificate](#). This form indicates how your taxes will be withheld from your paycheck. You may choose to complete this form ahead of time, but it is not required. We do strongly advise you review this form and the form instructions before your appointment. If you are under the age of 18, you may choose to review or complete this form with your parent/guardian.

Form I-9 Supporting Documents

During this appointment staff will assist you with completing the [Form I-9 Employment Eligibility Verification](#). This form proves that you are legal to work in the United States and is required to work for any employer. If you cannot get these required documents, you will be unable to be placed into an internship. If you need assistance in getting new copies of one or more of these documents, please contact the following BEFORE scheduling your WRT 102: SummerWorks Orientation and HR Paperwork.

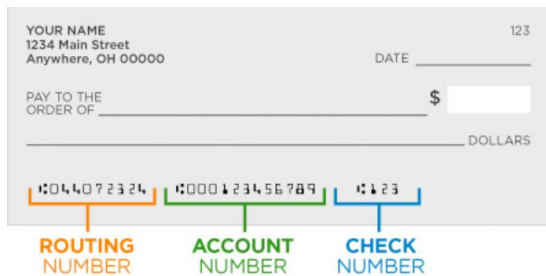
See [Attachment A](#) for complete checklist of acceptable documents.

Payroll Options

During this appointment, you will create your payroll account and indicate your preferred method of payment. There are only two options available to you:

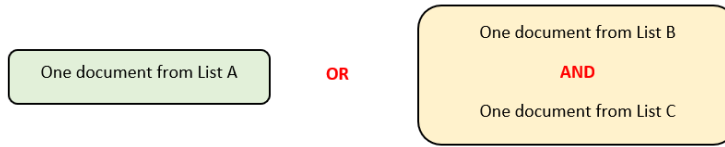
Payment Options Available	Description
<input type="checkbox"/> VISA Payroll Card	Similar to a debit card, a Visa Payroll card is refilled every pay period with your SummerWorks wages. Use your card surcharge-free when using an Allpoint ATM or when making store purchases. Some fees may apply.
<input type="checkbox"/> Direct Deposit³	You may choose to deposit your check into any savings or checking account. This option requires you bring information about the savings or checking account you wish to deposit your SummerWorks wages into.
	Bank account number:
	Routing number:
	Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Bank Name:
	Bank Address (any branch):
	Name(s) of Account Holder:

³Most information needed for Direct Deposit can be found on a check from that account. If you don't have a check, you will need to get this information another way. We suggest contacting your bank.



Attachment A: Form I-9 Acceptable Documents Checklist

Check the documents you will bring with you to this appointment. All documents must be ***unexpired and original copies***. If documents must be replaced, a [receipt](#) may be sufficient for some documents.



List A Documents that Establish Both Identity and Employment Eligibility	List B Documents that Establish Identify	List C Documents that Establish Employment Eligibility
<input type="checkbox"/> US Passport or US Passport Card	<input type="checkbox"/> Driver's license or Photo ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.	<input type="checkbox"/> A Social Security Account Number card, unless the card includes one of the following restrictions: 1) NOT VALID FOR EMPLOYMENT 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	<input type="checkbox"/> ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.	<input type="checkbox"/> Certification of Birth Abroad issued by the Department of State (Form FS-545) <input type="checkbox"/> Certification of Report of Birth issued by the Department of State (Form DS-1350)
<input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.	<input type="checkbox"/> School ID card with a photograph <input type="checkbox"/> Voter's registration card	<input type="checkbox"/> Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal
<input type="checkbox"/> Employment Authorization Document that contains a photograph (Form I-766)	<input type="checkbox"/> US Military card or draft record <input type="checkbox"/> Military dependent's ID card	<input type="checkbox"/> Native American tribal document <input type="checkbox"/> US Citizen ID Card (Form I-197)
<input type="checkbox"/> For a non-immigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: 1) The same name as the passport; and 2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	<input type="checkbox"/> US Coast Guard Merchant Mariner Card <input type="checkbox"/> Native American tribal document <input type="checkbox"/> Driver's license issued by a Canadian government authority	<input type="checkbox"/> Identification Card for Use of Resident Citizen in the United States (Form I-179) <input type="checkbox"/> Employment authorization document issued by Department of Homeland Security
<input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.	For persons under age 18 who are unable to present a document listed above: <input type="checkbox"/> School record or report card <input type="checkbox"/> Clinic, doctor or hospital record <input type="checkbox"/> Day-care or nursery school record	