

Hiring Checklist - Substitute Teacher

Employee name: _____

Date forms faxed to HR: _____

Date original I-9 & copies mailed to HR: _____

Forms for HR

- I-9
- Copies of I-9 supporting documents
- Designation of Authorized Representative
- W-4
- NC-4/NC-4EZ/SC W-4
- Direct Deposit

Give to Employee

- Sterling Volunteers Instruction Sheet