

PAYROLL RETURN PACKAGE

CHECKLIST

NAME: _____

Staff who have not submitted paperwork by May 6th (June 7th for Scoutland Staff) may not be paid on time. Launch participants do not need to complete the payroll paperwork and do not need a work permit.

You must submit this COMPLETED package and return proper ID before you will be paid.

I have enclosed the following:

_____ W-4

_____ G-4

_____ I-9 (only complete Section 1 please)

_____ I-9 supporting document from List A (see list on reverse side of the I-9 form)

_____ I-9 supporting document from List B (must also include a document from List C)

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_____ Direct deposit form. Please note: WE ARE NOW PAPERLESS AND WILL NOT BE ISSUING CHECKS.
ALL PAYROLL IS DIRECT DEPOSIT ONLY.

_____ Work PERMIT if under age 16 (please contact Phil Nichols see below-for more information)

_____ Acceptance Letter

_____ This checklist

If I have missing information on my payroll forms please contact me at the email/telephone listed below:

_____ email address _____ Telephone number

I have been hired to work:

_____ CRM Program

_____ CRM Kitchen

Any questions on these payroll forms should be directed to Phil Nichols, 706-693-2446 or phillip.nichols@scouting.org

Please mail completed package to:

Northeast Georgia Council
Summer Camp Staff
P.O. Box 399
Jefferson, GA 30549

or deliver to:

Jefferson Service Center
148 Boy Scout Trail
Pendergrass, GA 30567