# Payroll & Tax Forms

☐ **Employment Eligibility and Verification Form (I-9)**

☐ **Copies of Employment Eligibility documents (List A or List B and C)**

### FORM I-9

A complete and correct form must be on file in HR before an employee can be added to the payroll. **Section 1. Employee Information and Verification** must be completed, signed, and dated by the employee **on or before the first day of employment. You are required to setup a time to meet with your dedicated HR Analyst virtually via WebEx to verify your employment eligibility documents before your start date (if this is not feasible, please advise further).**

- The instructions for completing the form along with lists of acceptable documents can be found on pages one and two.
- A PO Box address **cannot** be provided as a home address.



**Section 2. Employer Review and Verification** must be completed, signed, and dated by HR **within three business days of the first day of employment.**

- The employee must provide one from List A – OR – one EACH from Lists B and C.
- HR must examine the supporting documents virtually (an alternative procedure authorized by DHS to examine documents), record details of the documents on the Form I-9, and process further in E-Verify.

### E-Verify

The judicial System uses E-Verify to check employee eligibility to work in the United States.

- If you are not certain about your current eligibility, please [Self Check | E-Verify](#)

☐ **Copy of your SS card**

### PHOTOCOPY OF SOCIAL SECURITY CARD

To prevent the possibility of errors in an employee's wages that are reported to the Social Security Administration and the Internal Revenue Service, we require a photocopy of the employee's social security card. This photocopy is kept in payroll files and is used for no other purpose.

☐ **Employee Personal Data Sheet**

☐ **W-4 Federal Tax Form**

☐ **VA-4 State Tax Form**

**TAX FORMS**

If you have any questions regarding taxes, please consult with an accountant or use this resource: Tax Withholding Estimator | Internal Revenue Service

☐ **Direct Deposit Form**

**DIRECT DEPOSIT AUTHORIZATION**

The Department of Accounts' automated system used to generate paychecks will not accept entry of a new employee **without a correctly completed Employee Direct Deposit Authorization.** Until the Employee Direct Deposit Authorization is received, an employee cannot be added to the payroll, which may delay the employee's first paycheck.

☐ **Voided Check or ACH Authorization**