

CHECKLIST and INSTRUCTIONS

**Please complete these forms and bring them with you on
your first day of employment at BNL**

Some of the forms ask for your “Life Number” - you will receive your Life Number on your first day of employment and you can complete those sections at that time.

- ☐ **Persons to Notify in Case of Emergency**
 - Please fill in your name at the top
 - Include the names, relationships and contact information for two people we could call in case of an emergency
- ☐ **Form I-9, Employment Eligibility Verification**
 - Please complete Section 1
 - Please bring with you proper identification (review list of acceptable documents on this form)
- ☐ **Form W-4**
 - Plan the number of deductions you will take on your Federal Income Tax before you report to work on your first day; consulting an accountant if necessary
 - Please complete the bottom section of the form and sign
- ☐ **Self-Identification Forms; Individuals with Disabilities, EEO Self ID and Covered Veterans**
- ☐ **Outside Activities and Conflicts of Interest Policies**
 - Please read pages 1 and 2 then complete the form on page 3
 - Sign on page 4
- ☐ **Computer User Agreement**
 - Please read and sign on the last page

Agreement for Automatic Deposits – Have your paycheck automatically deposited into your bank account (s).
This form will be provided on your first day at check-in.