CHECKLIST and INSTRUCTIONS

Please complete the attached 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 The bottom section of each form must be completed and signed even if you choose not to answer the questions or if none of them apply

☐ 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 – if you would like to have your paycheck automatically deposited into your bank account(s)
  ➢ Please complete the form in its entirety
  ➢ Attach a voided check or deposit slip for each account you would like to deposit your paycheck in