

PAYROLL DOCUMENTS CHECKLIST

YOU WILL NOT BE PAID IF THESE ITEMS ARE NOT RETURNED.

Please note that all of the enclosed documents must be returned before the Finance Office can Enter you into the payroll system.

_____ Background Check Fee-\$40.00 (Please make check payable to the NCSD)

_____ Personnel Data Sheet

_____ Verification of Teaching Experience/Previous Employment

_____ Payroll Direct Deposit Authorization

_____ I-9 Form – (Must provide passport or Driver’s License and Social Security Card)

_____ W-4 Form

_____ MS Employee Withholding Form

_____ PERS Form (Form 1)

_____ PERS Beneficiary Nomination (Form 1B)

_____ State of MS Health Insurance Plan Form

_____ Tobacco Use Attestation Form

_____ State of MS Active Employee Life Insurance Enrollment/Change Form (Unum)

_____ State of MS Waiver of Basic Life, Accidental Death, and Dismemberment Form