



NEW EMPLOYEE PAPERWORK CHECKLIST

Please make sure you complete and return the following items to PPI, Inc. All new employee paperwork can be emailed to: paperwork@programproductions.com or fax: 630-339-4453.

- _____ New Employee Information Form
 - _____ Equal Employment Opportunity Information Form
 - _____ Signed Acknowledgement Form (last page) of the Field Employee Handbook should be sent to: mmervis@programproductions.com or electronically submitted at www.programproductions.com
 - _____ W-4 Tax Form
 - _____ State Tax Forms (if appropriate)
 - _____ I-9 Form: Pages **7 and 8**
- PLUS: Photocopies of the required ID's for the I-9 Form which are:**
- _____ A Copy of your State Driver's License or State ID Card
 - 2 Documents **AND**
 - A Copy of your Social Security Card
 - OR**
 - _____ A Copy of your Passport
 - 1 Document