

Rigger Paperwork Checklist:

This checklist details exactly what paperwork is needed in order to process payroll for a Rigger position. **We cannot process any paperwork until all of the appropriate items have been submitted, so please turn in all of the following to avoid delay in your pay.**

- _____ **University of Florida Application**
<http://www.hr.ufl.edu/recruitment/forms/opsapplication.pdf>
- _____ **Copy of Driver's License and Social Security Card (must be signed)**
- _____ **4 in 1 Form**
<http://www.hr.ufl.edu/recruitment/forms/fourinone.pdf>
- _____ **1-9 Form**
<http://www.oconnellcenter.ufl.edu/employment/I-9.pdf>
- _____ **W-4**
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- _____ **Direct Deposit Form (Must include a voided check)**
<http://fa.ufl.edu/forms/pdf/fa-ps-dda.pdf>
- _____ **Proof of Selective Service (Men Only)**
Please print the online verification page:
<https://www.sss.gov/RegVer/wfVerification.aspx>
- _____ **Payroll Certification Form**
<http://www.oconnellcenter.ufl.edu/employment/payroll.pdf>