



**To comply with federal, state, and college requirements, the business office needs the following items in your personnel file. A payroll check cannot be issued until all items are received.**

- Application for employment
- **Official** college transcripts (please request that your college/university send transcripts to the attention of the business office immediately)
- U.S. Department of Justice Employment Eligibility Verification (I-9) form
  - A photocopy of one of the following document sets must be included:***
    - *Driver's license **and** social security card*
    - *Driver's license **and** birth certificate*
    - *Valid passport*
- Michigan W-4
- Federal W-4
- Direct deposit form - payroll (if you do not want payroll direct deposit, contact human resources for the application for a payroll card)
- Direct deposit form - payables
- Authorization for release of information
- Emergency contact form (optional)

**Return completed forms to:**

Human Resources Office  
Kirtland Community College  
10775 N. St. Helen Road  
Roscommon, MI 48653

Fax: 989-275-8210

**For information about the Michigan Public School Employee's Retirement System, go to <http://www.michigan.gov/orsschools>**