

Checklist for Submission of Tax Documents

As part of the process for completing your tax documentation, please ensure that you have collected and submitted the following items:

1. Completed and signed forms:

- W-4
- L-4
- L-4 E
- Section 1 of the I-9 Form
- Supervisor's signature on Section 2 of the I-9 Form

2. Attachments required:

- A copy of your GSU ID card
- A copy of your Social Security card

3. Direct Deposit:

- Completed Direct Deposit Authorization Form
- Verification of your bank's routing and account number (acceptable formats include a voided check, a screenshot of the routing and account number, or a bank statement)

Please ensure that all documents are attached and complete before submission. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this matter.