

Verification of Employee Information for Inactive to Active Status Change

Revision: 6/6/2016

Focus: FEA

Authorized: DJK

Employee Name: _____

Date of phone call to verify information below: _____

Is your address/email correct: Yes No If no, form sent to FEA staff on: _____

Address on File: _____

Email address on File: _____

Is your new address the same as your employer? Yes No If yes, form sent to FEA staff on: _____

Is your phone number correct? Yes No If no, form sent to FEA staff on: _____

Phone # on File: _____

Is your information on your W4 & Wt4 correct?

W4 - Yes No If no, form sent to FEA staff on : _____

Wt4 - Yes No If no, form sent to FEA staff on : _____

W4 – Marital Status on File: _____

W4 – Exemptions on File: _____

Wt4 – Marital Status on File: _____

Wt4 – Exemptions on File: _____

Is the information on your Direct Deposit correct? Yes No If no, form sent to FEA staff on: _____

Bank name on Direct Deposit form: _____

Account # on Direct Deposit form: _____

Routing # on Direct Deposit form: _____

I attest that I have verified the above information with the FEA staff listed on the form via phone. If the answer to a question is no, the form to correct the information will be sent to the FEA staff to fill out and return for our records. This form will be saved in the employee’s file electronically.

Signature of LK employee

Date of phone call

Optional: I attest that the above information is correct and to be used in my employee files that is used to process my payroll through LKiChoice for services rendered to my employer of record who is a member of a MCO.

Signature of FEA staff

Date of phone call