

AME Constructors

Employee Paperwork Instructions

This packet contains:

1. Employee information sheet
2. Federal W-4
3. Missouri W-4 (Illinois W-4 if needed)
4. Federal I-9
5. Direct Deposit Enrollment Form
6. Authorization for Payroll Deductions
7. Background check
8. Substance Abuse Program
9. Employee manual
10. Employee Privacy Policy

Employee Information Sheet:

Please fill out the Employee information sheet completely.

Federal W-4:

- a. Box 1: First and last name, address
- b. Box 2: Social security number
- c. Box 3: Withholding status
- d. Box 5, withholding allowances
- e. **SIGN** and date form

Missouri W-4:

- a. Complete Name and Address
- b. Complete filing status
- c. Complete withholding allowances
- d. **SIGN** and date form

Federal I-9:

Page one is for the employee: (Page two is for the Employer) (Employer, please see attached instructions for page 2)

- a. Fill out section 1
- b. Check box that applies to citizenship
- c. **SIGN** and date form

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DIRECT DEPOSIT AUTORIZATION:

- a. Please fill form out completely and attached a void check or deposit slip. If you don't have any, you will need to get a letter from your bank with your routing number and account number on it.

PAYROLL DEDUCTION AUTHORIZATION: (2 Forms)

Occasionally on a certified payroll job AME will have to provide these forms, they list any deductions coming out of your check and state that we have permission to deduct them.

- a. Please sign the form and print your name **(DO NOT DATE THIS FORM)** there are 2 copies please sign both.

BACKGROUND SCREEN FORMS: (2 Forms)

There are times we are working government jobs and will have to provide them with a Criminal - History report for you to be able to work on the job.

- a. Please complete BOTH forms and make sure to sign and date them.

SUBSTANCE ABUSE PROGRAM:

- a. Please read the manual, sign the back two pages, and turn them in, **you keep the manual.**

EMPLOYEE MANUAL:

- a. Please read the manual, sign and date the back page and turn in, **you keep the manual.**

EMPLOYEE PRIVACY POLICY:

- a. Please read the Policy, sign and turn in the last page, **you keep the manual.**

If you have any questions about any of the paperwork, please feel free to call Nancy or Amy at the AME office at 314-645-7553.