NBER NEW HIRE CHECKLIST

- ✓ Personnel Action form:
  - Is your hourly rate of pay listed?
  - Is your project number listed?
  - Have you indicated if your checks should be mailed to your current address or if you will pick them up at NBER?
  - Did you include your telephone number (or email address)?
  - Did your supervisor sign the form?
- ✓ W-4 Form:
  - Did you fill the form out completely?
  - (Including the number of allowances you are claiming)
- ✓ I-9 Form:
  - Did you complete the top portion?
  - Have you shown proper documentation to your supervisor?
  - Did your supervisor complete & sign the second portion of the form?
  - Did you make copies of your documentation and attach them to the I-9?
- ✓ State Income Tax Form
  - Did you fill the form out completely?
- ✓ F-1 and J-1 Visa holders
  - Did you complete the certification form or attach a work authorization letter?

Your paperwork must be complete before you can be added to the NBER payroll. Please check the paperwork carefully. Incomplete paperwork can cause delays in payment.

If you would prefer to return the materials electronically, please send them through this secure website:

http://www.nber.org/sendthisfile

On that page you can specify which person should receive the file.

Please do not return the forms via regular email.