The following is a check list of all the documentation **required** for BCF new-hires:

- [ ] Personal Action Form (PAF)
- [ ] W-4 Form
- [ ] I-9 Form (Employment Eligibility Verification)
- [ ] IT-2104 or IT 2104-E (this form is optional; do **not** fill out both)
- [ ] Photocopy of Social Security Card (**required for ALL employees!**)  
- [ ] Photocopy of Driver’s License / State ID / U.S. Passport
- [ ] Photocopy of VISA / Permanent Resident Card  
  (required for International Employees only!)
- [ ] On Campus Employment Authorization Form/Card  
  (required for International Employees only!)
- [ ] Direct Deposit Enrollment Form (optional)

- Include all other forms/documents that you deem necessary for tax deductions.
- Make sure ALL forms are signed.
- Make sure all information is printed and legible.

* For BCF re-hires, only a new Personal Action Form (PAF) is required.
* For International Employees that are re-hired, a new PAF & a new On Campus Employment Authorization Form/Card is required.