



New Hire Information for Independent Contractors

Name: _____

Birthdate: _____

Phone Number: _____

Email Address: _____

Contractors also need to fill out and attach the following forms:

___ W-9 (only need page one returned)

___ Direct Deposit Authorization

___ Emergency Contact Information

___ Voided Check (not deposit slip)

Coordinator/Manager: _____

Department: _____

Office use only:

Contractor added to payroll system on _____