

21-22 CivicSpark & Climate Action Corps Program New Hire Paperwork Instructions

This form is both an instructions sheet, as well as a checklist form for your CivicSpark new hire paperwork.

You can either print the documents, fill them, and scan, or you can try to complete as many electronically as possible. Make sure that the name you use on all documents below matches exactly to the legal name listed on your Social Security Card (avoid using your nickname). This will avoid any issues in adding you to our systems, including payroll.

As you complete each document, please rename each one using the format “Document Type_Last Name, First Name Initial” (for example, Richard Balli’s Direct Deposit form would be labeled “Direct Deposit_ Balli, R”). Before submitting, be sure to review each document for completion; if any information is incorrect or missing, it will cause a delay on our end for your start date, so please be sure to review all items carefully and submit everything requested.

Once your documents are completed, compress them into a zip file and upload the folder to this [Dropbox link](#) 1 week after your acceptance into the program. The folder should be titled “Last Name_First Name”.

Please upload your documents organized in the following order:

☐ I-9 Citizenship Eligibility (Required)

United States Customs and Immigration Service (USCIS) requires the Local Government Commission to verify the eligibility of its employees to work in the United States by completing the Employment Eligibility Verification Form I-9. Because it is not physically possible for you to come to our offices to complete the I-9 paperwork in person, USCIS allows employers to allow an Authorized Employer Representative to carry out the employer’s I-9 responsibilities. LGC is requesting that you find an Authorized Employer Representative (friend, housemate, family member within your household) to complete Section 2 of the I-9 Form. Please have them fill out the appropriate highlighted sections using your information.

****Important to note: we need a wet signature for both the employee (section 1) and the authorized representative (section 2). We recommend that you fill out all of the sections in the fillable form and then print and sign your wet signatures after all other sections are complete.****

o Steps For Fellow

- Complete Section 1 thoroughly and sign.
- Collect the physical document(s) needed for your I-9 and for employment verification (see page 3). The documents would be:
 - 1 document from List A, OR
 - 1 document from List B along with 1 document from List C.

- Ask someone from your household to be the Authorized Employer Representative. They will need to review the document(s) that you will be using for verification. Have them complete Section 2 thoroughly.
- Once Page 1 and 2 are complete (along with wet signatures for both the employee and authorized representative), upload to Dropbox
- Also upload a clear, color copy of the verification document(s) you used.
- o Steps for Authorized Employer Representative
 - Please complete the Section 2 of the form. Instructions on how to complete section 2 can be found here:
<https://www.uscis.gov/i-9-central/40-completing-section-2-form-i-9>
 - In order to complete this section, the Fellow must provide you with a physical document from:
 - List A, OR
 - 1 document from List B along with 1 document from List C.
 - For the Fellow start date, you will fill in **08/13/2021**
 - Once you have the required document(s), you will need to complete the required fields and wet sign and date the form.
- o Note for Fellows: Apart from the documentation for I-9 verification, we will also need you to upload a copy of your Social Security Card as it will be needed for the E-Verify process.

☐ W-4 Federal Tax Exemption Form (Required)

- o Fill out the entire first page, sign and date.
- o The address on this form will be the address your checks & W-2s in January will be mailed to. If there is a change in your address upon your arrival to California, please email Nou Xiong at payroll@lgc.org with your new address.
- o **If you have tax questions, please be sure to speak to a tax expert to help complete your forms. LGC staff is unable to provide tax support as each person's situation is unique and we are not tax experts.*

☐ DE-4 State Tax Exemption Form (Optional)

- o If you want a different exemption for state taxes from federal taxes, then this should be filled out.
- o Fill out worksheet A and B to figure out how much exemptions to claim.
- o You can choose to claim zero if they want the most taxes to be taken out or hold more to take out less.
- o The worksheets are just there for guidance on the standard exemptions.
- o **If you have tax questions, please be sure to speak to a tax expert to help complete your forms.*

☐ Direct Deposit (Highly Recommended)

- o Sign and date the form before completing and submitting.
- o Complete the "Account Information" section.
 - Be sure to check off what account you'd like to use, and the amount you want deposited into each.

- Attach a scan of a **void check or sample check** for each checking account you'd like to use. This is used to confirm your account and routing number.
 - *To void a check, write "VOID" across the entire check*
 - *If you do not have a check, contact your bank for a sample check or bank documentation that contains your routing and account numbers.*
- At this time, we cannot split your direct deposit into more than 2 accounts. If you are splitting it into 2, the first account needs to have a fixed amount that you want to allocate to that account, and the second account needs to have "Entire Net Amount" marked.
- Direct deposits can take 1-2 payperiods after the start of the service year before going into effect.
- If you have further questions, please email payroll@lgc.org

☐ New Fellow Info sheet (Required)

- Fill out the "Employee Data", "Emergency Contact", and "Medical Needs/Emergency Skills" portions ONLY
- The rest of the form (starting with "Job Title" to "Job Description/Responsibilities") can be left as is (it will be filled out by our Accounting team).

☐ Emergency Notification Form (Required)

- Fill out the entire form, sign and date

☐ CNCS Media Release Form (Required)

- Fill out, sign and date this form.

☐ LGC Media Release Agreement (Required)

- Fill out, sign and date this form.

☐ EEO Form (Optional)

- Fill out as much information as you'd like to share.

☐ 1095 - C Electronic Consent

- Opt in, or out, sign, and date

☐ Verification of Driver's License & Personal Car Insurance (If Applicable)

- Submit this form if: you own a car and plan on using it during the program for program event travel (for which you will be reimbursed).
 - *You cannot be reimbursed for travel unless we have this information from you.*
- Fill out the form with your Driver's License and Car Insurance information
- Attach a copy of your car insurance AND your Driver's License to the form.
- If anything changes throughout the year, you must update LGC Staff.

☐ Automobile Insurance Waiver (If Applicable)

- Submit this form if you do NOT own a car and therefore do not have car insurance.
- If anything changes throughout the year, you must update LGC Staff.

