# S&L DISPATCHING

## W-4 and I-9 Completion Checklist

Office checklist only. Use the official current IRS W-4 and USCIS I-9.

### Payroll: IRS W-4

Employee name

W-4 received date

Payroll reviewer name

### Employment eligibility: USCIS I-9

Employee first day of employment

Section 1 completed date

Section 2 completed date

Employer representative name

I-9 securely filed separately (YES/NO)