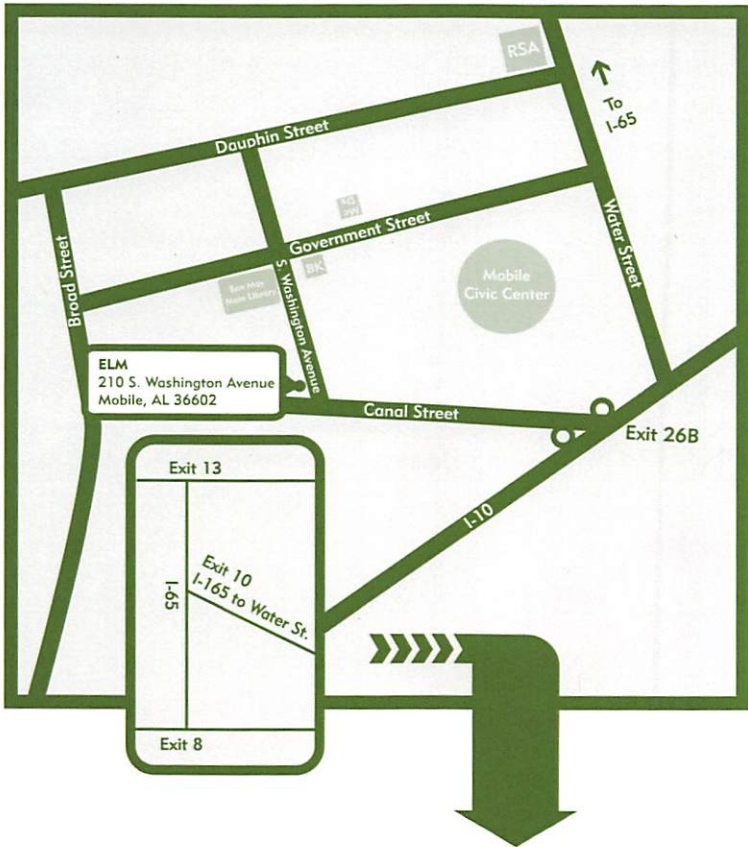




ELM

EMPLOYEE LIABILITY MANAGEMENT

HOW TO FIND ELM & DOCUMENTATION NEEDS



Before visiting ELM to fill out your paperwork please review the other side of this card for documentation needed to finalize all of your paperwork.

For any information or driving directions
251.470.0700 • elminfo.com

PLEASE BRING THESE WITH YOU

① Voided Check (optional)

If you would like to have your paychecks automatically deposited into your account each pay period, please bring a voided check from your traditional bank or credit union.

② Documentation

One document from List A
or Two documents- one from List B the other from List C

List A - Documents that Establish Both Identity & Employment Eligibility

- U.S. Passport (unexpired or expired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Unexpired foreign passport, with I-551 stamp
- An unexpired Employment Authorization Document w/ photograph (Form I-766, I-688, I-688A, I688B)
- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work of the the employer

List B - Documents that Establish Identity

- Driver's license or ID card issued by a state or outlying possession of the United States must contain contains a photograph or information such as name, date of birth, sex, height, eye color, and address
- I. D. card issued by federal, state or local government agencies or entities that contains contains a photograph or information such as name, date of birth, sex, height, eye color, and address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military Dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal document
- Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above - choose from below:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

List C - Documents that Establish Employment Eligibility

- U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United states bearing an official
- Native American tribal document
- U.S. Citizen ID Card (INS Form I-197)
- ID Card for use of Resident Citizen in the United States (INS Form I-179)
- Unexpired employment authorization document issued by the INS (other than those listed under List A)

***Please note:** that we cannot accept incomplete paperwork, so if you fail to bring any of the required documents we will have to ask you to return later to complete the process before we are able to issue your first pay check.