



New Hire: Friday Night Flag

Welcome to Friday Night Flag! We are excited to have you be a part of our team. We look forward to working together and helping to provide a positive football experience to many children and youth. In order to get you on payroll and make sure you get your first paycheck in a timely manner, please take a minute to complete the following forms and give them and email/scan them to Eva at eva@fridaynightflag.com.

There are two separate forms that need to be completed. Please print and bring them with you to your NEW HIRE training meeting. You will find the forms on the Friday Night Flag Website www.fridaynightflag.com under "About us" then "Referees". Print both the W4 form and the I9 form. Read below on how to fill them out and what to bring with you. Thank you!

- 1) **W4 Form**- This form is so that we can withhold the correct federal income from your pay. We only need the **first page** to be completed. The other pages are directions on how to complete the form, if you have questions feel free to ask us, or a parent. Be sure to include the following:
 - Step 1: Name, Address, Social Security Number
 - Step 5: Please sign and date

- 2) **I9 Form**- This form is to prove US citizenship or immigration. Again, you will only need to complete the **first page**. We will complete the other pages but need you to bring in some documentation...Listen carefully...it's easier if you a copy of the documents below and bring them with you.
 - Photo ID: this can be a school ID or a Driver's License
 - Birth Certificate or a Social Security Card- you don't need both
 - OR: if you have a Passport you can bring a copy of just your passport!

REMEMBER: Include on the I9 form your name, social security, address and signature (it's towards the middle of the page).

Send email/scan completed paperwork and documents to eva@fridaynightflag.com

Thanks again for completing the necessary paperwork to get you on payroll. Complete the forms and bring in the documents to your New Hire Training!