

## BEFORE YOU BEGIN WORK

You must complete the proper tax and banking paperwork with Valpo's Office of Human Resources.

1. You must present the [proper identification](#).
2. You must complete the Federal I-9 form, the Federal W-4 form, and the State W-4 form.
3. You must complete the Direct Deposit Form. You will also need a voided check or savings account information to insure your correct account and routing number.

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