



## *DOCUMENTS NEED FOR BENEFITS AND PAYROLL*

- Driver's License
- Marriage Certificate (if you are going to put your spouse on your health insurance)
- Your spouse's Social Security number (if you are going to put your spouse on the health insurance)
- Birth Certificates for any children you will be putting on your health insurance and their Social Security numbers.
- The names, dates of birth, and Social Security numbers of any person you will be listing as a **beneficiary on your life insurance and retirement.**
- Voided check for direct deposit
- Proof of Identification for Form I-9 – One Item from List A or One Item from List B and One Item from List C (see attached)