

## DOCUMENTS YOU WILL NEED BEFORE STARTING YOUR NEW JOB

There are three types of documents you will need to start a job. You won't have to prepare them yourself, but you will need to make sure you have them before you start your new job. Don't wait until the last minute!

- By federal law, almost every employer needs to complete a Form I-9 for new employees. New employees who are not U.S. citizens will need to show a passport, alien registration card, or similar documentation. New employees who are U.S. citizens will need to show two documents, one of which is usually a Social Security card.

If you remember your Social Security number but cannot locate your card, you can obtain a replacement by visiting the Social Security office at 2805 South Charles Boulevard in Greenville, or by downloading a replacement card application and taking it to the Social Security office. Be sure to also take a government-issued identification card (see below) or some other form of identification. Since it can take a couple of weeks before you receive your replacement Social Security card in the mail, it is best to take this important step before you receive a job offer.

- If you are a U.S. citizen, you will also need a government-issued identification card with your picture on it. Most people use either a driver's license (which typically costs \$30) or a state ID card (which typically costs \$13). These can be obtained by visiting the state Department of Transportation license office at 703 SE Greenville Boulevard in Greenville (756-5099).

Please be sure to take the documents you will need to prove your identity, and to prepare for the written and driving tests if you are applying for a license. As with a Social Security card, it can take several days to receive your license or ID, so don't put this off.

- Finally, most employers no longer issue paper checks on payday. Instead, they make direct deposits into employees' checking or savings accounts. If you do not already have an account, most banks and credit unions will be happy to help you open one.

After you have been hired, your employer will ask for information about your account. If you already have a checking account, your employer will probably ask you to provide a copy of one of your checks with the word "VOID" written on it. This helps to prevent errors, and to make sure you get paid on time.