

**PAYROLL RETURN PACKAGE**

**CHECKLIST**

NAME: \_\_\_\_\_

**Staff who have not submitted paperwork by May 6th will result in delayed pay. Launch participants do not need to complete the payroll paperwork and do not need a work permit.**

**You must submit this COMPLETED package and return proper ID before you are eligible for pay.**

**I have enclosed the following:**

W-4

G-4

I-9 (only complete Section 1 please)

I-9 supporting document from List A (see list on reverse side of the I-9 form)

I-9 supporting document from List B (must also include a document from List C)

II-9 supporting document from List C (must also include a document from List B)

Direct deposit form. **ALL PAYROLL IS DIRECT DEPOSIT ONLY.**

Work PERMIT if under age 16 (please contact Jessica Armstrong for more information)

Acceptance Letter

This checklist

**If I have missing information on my payroll forms please contact me at the email/telephone listed below:**

\_\_\_\_\_ Email Address \_\_\_\_\_ Telephone Number

**Any questions should be directed to Jessica Armstrong, 706-693-2446 ext. 112  
or [jessica.armstrong@scouting.org](mailto:jessica.armstrong@scouting.org)**

**Please mail completed package to:**  
Northeast Georgia Council  
Summer Camp Staff  
P.O. Box 399  
Jefferson, GA 30549

**or deliver to:**  
Jefferson Service Center  
148 Boy Scout Trail  
Pendergrass, GA 30567

**or email to:**  
Jessica Armstrong  
[jessica.armstrong@scouting.org](mailto:jessica.armstrong@scouting.org)