EQUAL JUSTICE FOUNDATION CHECKLIST

Below is the list of documents you will need to submit as your completed EJF packet. All forms should be submitted to the OPICS Office, Room 212.

❑ EJF Final Application

❑ Employer Participation Agreement

❑ Assumption of Risk Form

_____ _____

Student Signature Date OPICS Representative Date

PAYROLL FORMS

❑ Personal Transaction Form: **Complete Sections I and II, turn over, sign, and date.**

❑ Employee Supplemental Data Sheet

❑ Citizenship and Immigration Form (I-9): **Complete Section I; sign and date.**

❑ Federal Tax Form

❑ State Tax Form

- ☆ District of Columbia
- ☆ Maryland
- ☆ Virginia

❑ Direct Deposit Application (highly recommended)

_____ _____

Student Signature Date Melvinia Towns Date

WAIVER: Current Student Employees Only: All my Payroll documents are current, and I do not wish to make any adjustments to my current status.

_____ _____

Student Signature Date Melvinia Towns Date