

## **CWCC Member Document Checklist**

If there questions Please email : [CWCC@ctwoodlands.org](mailto:CWCC@ctwoodlands.org)

***Failure to complete the following in a timely manner could delay being paid***

### **CFPA/CWCC Documents**

*Please Confirm you have **Reviewed and Completed** the following documents.*

- Offer Letter “Confirmation Of Acceptance of Offer of Employment” (*Review Emailed Letter*)
- CFPA Employee Handbook “Employee Handbook Receipt Acknowledgement” (last page)
- CWCC Gear list - (Please initial were required)
- Vehicle Use Agreement - (*If 21 or older and willing to be a driver or backup driver*)

### **Required Government Hiring Paperwork**

- CT W-4
- Federal W-4
- I-9

### **Required Payroll Paperwork**

- Employee Set Up and Maintenance Form
- Authorization For Direct Deposit

### **Required Supporting Documentation**

*Please Confirm you have **emailed** the following documents to [CWCC@ctwoodlands.org](mailto:CWCC@ctwoodlands.org).*

- Clear Photo or Scan of Driver’s License or State ID
- Clear Photo or Scan of I-9 documentation
  - Passport** (or)  **Social security Card** (or)  **Birth certificate** (or) (*See next line*)
- Other Approved documentation as listed on Page 4 of the I-9 document
- Required** Authorization Agreement for Direct Deposit Documentation
- Voided Check** (or)  **Bank Letter** (or)  **Screen Capture** (or)  **Account Specific Deposit Slip**

### **Required Google forms to be completed**

*Please Confirm you have completed the following Google Forms*

- CWCC Uniform Form as soon as possible
- Online Parking for Wesleyan form as soon as possible
- Crew Bio Form
- 2024 CWCC Questionnaire (Medical/Private/Sealed)
- 2024 CWCC Questionnaire (Preferences)