

## **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/ AmeriCorps Documents**

- CWCC Offer Letter (*Review Emailed Letter To Complete*)
- CFPA Employee Handbook "Employee Handbook Receipt Acknowledgement" (last page)
- AmeriCorps Member Service Agreement
- CWCC Gear list - (Please initial were required)
- Vehicle Use Agreement - (*If 21 or older & willing/ required to be a driver or backup driver*)

### **Required Government Hiring Paperwork**

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

### **Required Payroll Paperwork**

- Employee Information Form
- Authorization For Direct Deposit

### **Required Supporting Documentation**

*(Please upload a clear Image of the Required Supporting Documentation to appropriate form)*

- Clear Image of Driver's License or State ID
- Clear Image of I-9 documents
  - Passport** (or)  **Social security Card** (or)  **Birth certificate** (or) (*See next line*)
- Other Approved documentation as listed on Page 3 of the I-9 document form
- Required** Authorization Agreement for Direct Deposit Documentation
  - Voided Check** (or)  **Bank Direct Deposit Letter**

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

- 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)

Please Initial to *Confirm you Reviewed and Completed ALL listed Documents/ Forms* \_\_\_\_\_