

## Checklist of Items To Be Returned to Landrum Professional

All of the forms included in this packet should be completely filled out and returned to the Landrum Professional office as soon as possible. **PAYCHECKS CANNOT BE ISSUED** until all forms are completed correctly and returned to us as requested.

**Employment Application.** Please be extremely careful to provide complete, accurate information on the application form. Incomplete or inaccurate information will delay the enrollment process and , if not completed, may result in disqualification for initial or continued employment with Landrum Professional.

**Notice and Disclosure to Employees.** This form is used for employee background checks. Background checks are used to determine applicants' eligibility for employment and for consideration for promotions and transfers for current employee.

**Form W-4.** Be sure to record the correct number of dependents you are legally able to claim. The worksheet on the back may be helpful.

**U.S. Department of Justice Form I-9.** All employees are required by the federal government to furnish proof of identity and legal work authorization to be considered for employment in the U.S. **Complete Section 1 and ask your supervisor to certify Section 2 after viewing your documents listed on the reverse (either one form of identification from list A or one from both list B and C).**

**Post-Job Offer Medical Questionnaire.** This form determines whether employees have the physical qualifications necessary to perform the position that has been offered and to determine whether the employee may need accommodations to a disability. This information will be kept confidential in a separate medical file apart from the personnel file.

**Landrum Professional Substance Abuse Policy.** Read both sides of the form and the attached list carefully. Ask questions if you don't understand. Sign and date.

**Dispute Resolution Policy.** Read and Sign.

**Certification Form.** Read and sign.

**Open Door and Discrimination and Harassment Policies.** Read and sign.

**Employee Tax Jurisdiction Setup Sheet.** This form assures that Landrum Professional makes appropriate tax deductions on your behalf based on your work location and residence location.

**EEO-1 Voluntary Self Identification Form.** This is voluntary. If completed, Landrum includes the data in its EEO1 report to the Federal government.

**Flexible Benefits Plan-Section 125 Form.** An IRS approved program that allows employees to save money each pay period by paying for eligible benefits (medical, dental, vision and some voluntary plans) with pre-tax dollars.

**Direct Deposit.** Available for all financial institutions that use the Federal Reserve System. Please attach a copy of a voided check to the form for direct deposit to checking accounts.

Please mail or fax completed packet to: Landrum Professional Employer Services, Inc.  
6723 Plantation Rd.  
Pensacola, FL 32504  
Fax: (850) 476-1939

If you have any questions or would like more information about Landrum Professional, please contact us at (850) 476-5100 (Pensacola) or 800-888-0472 (outside Pensacola).