

# **Pioneer Market Employee Instructions**

**All employees** must print and fill out all necessary forms before they can get a paycheck. The following forms should be printed:

1. W-4 (required)
2. I-9 (required)
3. LS 54 (required)
4. Direct Deposit (required)

**Also Working Papers** are required for 14-17 year olds, 14-15 need blue working papers, 16-17 need green working papers. Get these at your school please.

## **Form Help:**

### **W-4**

- Fill out parts 1a 1b 1c
- Most of you can be exempt from withholding but you may want to talk to your parents about that. To be exempt write exempt in the space below 4c.
- sign and date in step 5

### **I-9 (3 pages)**

- Fill out Section 1 on top of page 1: name, address, birthdate, social security and phone number #'s
- Most will check #1 citizen of the US
- Sign and Date
- Page 2 Fill in name at top of form
- If you have a passport write under List A document title, who issued it, passport number and expiration date and **show it to us or copy it and give to us** or
- If you do not have a passport or do not want to use your passport then you need to fill information under List B and List C. See instructions for all documents accepted. List B can be your school picture ID, Permit or license with picture and List C is usually your social security card or birth certificate.
- Show us the documents you used or copy them and give to us.**

### **LS54**

- Under number 8 put your name. You and your employer will sign and date after employer writes in your pay and overtime rates.

### **Direct Deposit**

- Fill out name of bank, the routing number, your account number, and if it's a savings or checking account.
- Print your name and date, sign and date.

**Bring all forms, original or copies of ID documents and working papers to work on your first day. Working papers if you are between 14 and 17 years old.**

**Thank you!**

**Note: If you have any questions ask your parent or guardian.**