



"Together We Aspire, Act, and Achieve"

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Required Payroll Information for Substitute Teachers

Please provide the following payroll information. Any items on file have been checked.

The following forms can be found on the school website: www.beresford.k12.sd.us under Employment > Employment Forms.

_____ Personnel Form

_____ Form W-4

_____ Form I-9, Employment Eligibility Verification

_____ copy of Driver's License

_____ copy of Social Security card

We also need the following items:

_____ Fingerprint Forms for Background Check – please take the two forms to a police station to be fingerprinted and return them to the Business Office. If you are charged for this service, please ask for a receipt and we will reimburse you.

_____ Copy of check blank for direct deposit (must be a check blank, not a deposit slip)

_____ Teacher's Certificate