



"Together We Aspire, Act, and Achieve"

Jared Olson, Business Manager

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Welcome to the Beresford School District! Please provide the following payroll information. Forms marked with an * can be found on the school website: www.beresford.k12.sd.us under Employment > Employment Forms.

____ Personnel Form*

____ Health Insurance Enrollment

____ Vision Insurance Enrollment

____ Dental Insurance Enrollment*

____ SDRS Application (Forms E-1 and E-5)*

____ Form W-4*

____ Form I-9, Employment Eligibility Verification*

____ Driver's License (bring original to Business Office, we will verify and copy)

____ Social Security Card (bring original to Business Office, we will verify and copy)

____ Fingerprint Cards for Background Check – please take the two cards 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 you will be reimbursed.

____ Copy of *voided* check for direct deposit (must be a check blank, not a deposit slip)

____ Teacher's Certificate

____ *Official* Transcripts