

## Assembly Technicians Unlimited

PO BOX 292214  
Dayton, OH 45429  
800.782.1695 Fax



### **NEW HIRE PAPERWORK CHECKLIST**

#### **(Fill Out Online and submit)**

- Application
- Independent Contractor Acknowledgement
- Independent Contractor Agreement
- Non-Compete/ Non-Disclosure
- Background Check Form

#### **(Print – Sign – Fax/email Back)**

- Form I-9 (Authorization to work in U.S.) (Fill Out Online – Print- - Sign - Fax/email back **page 4** only)
- Form W-9 (Fill Out Online – Print- Fax/email back **page 1** only)
- Direct Deposit Form
- Copy of Driver's License (enlarged)
- Copy of Social Security Card (enlarged)

**All paperwork must be completed and received by management before work will be assigned or before you can be paid!**

**Regarding Payment for Your Services:** Your first pay from ATU will be on the third Friday following the day you start working. **For example**, if you begin working on a Thursday your first direct deposit will be in (15) fifteen days later. If you begin working on a Saturday your first check will be directly deposited in (20) days.

Additionally, you will need to have a checking account that accepts direct deposit or an account or ability to accept ACH wire transfers like a Wal-Mart reloadable debit card. All pay stubs are sent via email, so every worker must have an email account.