

Application/Enrollment Instructions

Please complete the attached seven (7) forms and return them to Falcon so that they are received at least one business day prior to the commencement of your first employment. The forms only have to be completed once. Falcon will send an "Authorization to Schedule at Will" to the producer on receipt of the properly completed forms. Note: The completion of these forms does not constitute or guarantee an offer of employment with Falcon, its clients or affiliates.

- **Employment Application**
- **W-4.** All employees are to complete the W-4.
- **IT-4.** Ohio Withholding Allowance certificate.
- **C-110.** The checked boxes on the Bureau of Workers Compensation Designation of Remedy Form must be completed. (The employer authorization under the checked boxes will be completed by Falcon).
- Section 1 of the **INS Employment Eligibility Verification Form** must be completed by the employee. A list of acceptable identity documents is printed on the reverse side of the eligibility form. Be sure to attach a facsimile copy of the document(s) you are submitting as proof of citizenship/work eligibility.
- The **Direct Deposit Authorization** form can be completed if you wish to use this service.
- **Employment Agreement.**

Time Sheets

Enclosed is a supply of Time Sheets. At the end of the workweek or project, sign and give the Time Sheet(s) to your producer(s) along with any receipts for authorized expenses. The producer(s) will send the Time Sheets to Falcon for processing and payment. **NOTE:** If you work for more than one producer during the week, use a separate Time Sheet for each producer. If you need additional time sheets, they can be downloaded from www.falconpaymasters.com>crew enrollment>Time Sheets.