



217C W Richmond Ave, Richmond, CA 94801

Phone: 510-233-1464 • Fax: 510-217-3996 • Email: edfundwest@edfundwest.org • Website: www.EdFundWest.org

Fiscal Agency Employment Form

All employees who will receive paychecks issued by The Ed. Fund must submit the following four documents to The Ed. Fund before any paychecks will be issued:

1. The Ed Fund Employment Form
2. An up-to-date W-4 form
3. A US Dept. of Justice Employment Eligibility Verification Form (I-9)
4. Proof of WCCUSD fingerprint clearance, or a copy of your current WCCUSD badge

Name (please print): _____		
<i>First</i>	<i>Middle</i>	<i>Last</i>
*Home Address: _____		
<i>Street</i>	<i>Apt. #</i>	
<i>City</i>		<i>Zip</i>
*Phone Number: (Day) (____) _____ (Evening) (____) _____ (Cell #): _____		
DOB: _____ Email: _____		
Social Security #: _____ Hourly rate of pay: _____ OR Monthly Stipend _____		
Person to contact in case of emergency (please print):		
<i>First name</i>	<i>Last name</i>	<i>Phone Number:</i> _____
Your signature _____		Date _____

Mail your Employment Form, W-4 form, I-9 Form, and proof of fingerprint clearance to The Ed. Fund at the address above **OR** give your completed forms to the Site Manager who will submit the forms to The Ed. Fund.

*Notify The Ed. Fund and your Site Manager if your address and/or phone number changes from what you have written on this form. The Ed. Fund will send your paychecks and tax information to the address indicated on this form.