**W-2 Instruction**

If you currently are not an employee of BIY, we need to collect the following materials to put you onto W-2 Employee. Please note:

You will be responsible for paying any taxes due per W-2 for income, social security and Medicare tax deduction. If you are earning less than $600 for the year at BIY, the tax will be returned to you at the end of the tax year.

**Checklist**

1.     [W-4 Form](https://www.irs.gov/pub/irs-pdf/fw4.pdf)

2.     [Direct Deposit Form](https://www.paychex.com/a/d/clients-employees/dp0002.pdf) (Client Number: 11066383)

3.     [1-9 Form](https://www.uscis.gov/sites/default/files/files/form/i-9.pdf)

4. A void personal check. If you do not have checks, we will need a bank letter stating your routing and transit and account number.  The letter should be on bank letterhead and signed by a bank employee.