

You need to bring everything on this list to New Employee Orientation.

You can print this page to use as a checklist so you don't forget anything.

- Social Security Card** (Exact name, as it appears, will be printed on payroll check.)

- Identification documents for completion of the I-9 form.**
See the lists on the back of the I-9 form for acceptable identification documents. [**Click Here.**](#)
*Please note: Federal law requires that you must present **original** documents.
Photocopies are not acceptable. The only exception is that you may present a certified copy of your birth certificate.*

- Social Security numbers, names, and birth dates of dependents and spouse** (if applicable).

- Social Security numbers, birth dates and names** of those you will name as life insurance and retirement beneficiaries.

- Voided personal check or a letter from your bank with your name, routing number, and account number** - To set up direct deposit. *Please note: Direct deposit is required for all Dallas County employees. If you do not have a checking or savings account, you will be enrolled into a Cash Pay account.*