

Payroll Minimum Record

You must bring in unexpired identification with you on your first day of employment to complete the employment verification process.

Please fax the completed form to our secure fax at: **215-573-2034**

ATTN: Tiffany Brooks, Payroll Coordinator; brookst@design.upenn.edu

Current Email Address: _____

Department: _____

Social Security Number: _____

Name: First: _____ M.I: _____ Last: _____

Current Address: (Cannot be an office Address)

Street/Apartment: _____

Street 2: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Permanent Address: (Leave blank if same as local)

Street/Apartment: _____

Street 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____ (Leave Blank if USA)

Required Information:

Sex: _____ DOB: _____ Marital Status: _____ Race: _____

(For International Employees Only):

Passport#: _____ Exp. Date: _____ Country of Citizenship: _____

Signature:
