

Initial Documentation Needed for Employment—we encourage faxing, not emailing

Fax-575-445-7663

For Benefits

Employee only—Copy of Birth Certificate

Spouse/Family plan-Copy of Birth Certificates of each to be insured; Copy of Marriage License and Certificate

I-9 Requirement

Copy of Passport **OR**

Copies of Social Security Card, Birth Certificate, and Driver's License

Other

W-4-available on IRS site

W-9-available on IRS site

Direct Deposit Form (attached) and voided check

ERB

Beneficiary Designee Form (NOTARIZED-original)-available on ERB site

ERB Data Form and Employment Certification-available on ERB site