

SPORTING COLUMBUS
Employee Summary Data & Payroll Enrollment Instructions

Date: _____

First Name: _____ **Middle Initial:** _____ **Last Name:** _____

Mailing Address: _____

SSN: _____ **Cell Phone:** _____

E-mail: _____

Employee Signature: _____

All employees will need to provide the following prior to any paychecks being processed:

- Employee Summary Data listed above
- ADP Payroll Form
- W-4 Federal Tax Withholding Form
- IT- 4 Ohio Withholding Form
- I-9 Employment Verification
- **Copy of driver's license PLUS either copy of passport, social security card or birth certificate**
- Current Concussion Certificate
- Current Lindsey Law
- Current CPR certificate
- Current COVID Waiver
- Current Background Check
 - USYSA and/or
 - US Club

Payroll is processed via direct deposit only. Pay stubs may be accessed online through a unique user account. You will receive an e-mail with instructions to set-up that account.

Please return the completed forms to Jeffrey Warren at jwarren@sportingcolumbus.com.