



Heritage Academy

Tax & Other Employment-related Forms for New Employees

Employee's Name

Season and Year

Please complete and return each of the following forms to Heritage Academy. The school will pay the costs of all processing fees and will submit all forms to the proper agency.

Criminal Record Check

Heritage Academy will submit this form and pay the accompanying cost.

College Transcript (official) Request Form

Heritage Academy will submit these forms and pay any accompanying costs.

Employee Input Form (from Columbia EDP, H.A.'s Payroll Service)

Direct Deposit Authorization Form

Please complete boxes labeled I, II, & III and **staple a voided check** to the form

Federal W-4 Form

Missouri W-4 Form

I-9 Employment Eligibility Verification Form

→ Please note that you are required to **display the required documentation to an H.A. staff personnel** so that section 2 can be completed.

Affirmation of having received "Medical Coverage" Documents

Signature on Internet Use Policy

For Office Use Only:

_____ Criminal Record Check Submitted

_____ Criminal Record Check Received Back

_____ Transcript Request Form Submitted

_____ Transcript Received Back

_____ Copy of MO-4 Form Mailed