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**Employment Guide Paperwork Checklist**

Before working with individuals, Employment Guides must submit the following paperwork to Patty Branton. You can return the following documents via mail or email. If you have questions, please contact Patty at [pbranton@gtindependence.com](mailto:pbranton@gtindependence.com) or (715) 413-1688.

* W 9
* Background Information Disclosure (BID)
* Criminal Record Check and Consent (CIB)
* Business Associate Agreement (BAA)
* Preferred Method of Payment Form
* DVR Competence Acknowledgement Form
* CPR Training Certification
* GTI Independent Contractor Agreement (ICA)

To be returned when hired by Job Seeker:

* Relationship Disclosure Form
* SDIE Roles & Responsibilities Agreement