

Checklist for New Hires:

Please bring the following information on the day you will complete your hiring paperwork. You will be unable to work until all hiring paperwork is completed and verified by LeBlanc's Corporate Office.

- **Current documents to complete the I-9 (*expired or non-original documents are not accepted*). **LeBlanc's Food Stores participates in E-Verify****
 - You either need to bring an item from List A or an item from List B and C
 - Please see second page for a list of acceptable documents

- **Direct Deposit Information**
 - If you want to receive your paycheck directly deposited into your checking account, bring a voided check.
 - If you want to receive your paycheck directly deposited into your saving account, bring your savings account number and your bank routing number.
 - If you do not have a checking or savings account, your paycheck will be directly deposited onto a pay card.

- **Know what you will claim for the W-4 and L-4**
 - Minors, you may want to discuss this with your parents

- **Minors:** You will receive a work permit application in your hiring packet that must be signed by your parents and verified by the school board before you can begin working at LeBlanc's Food Stores.

- **Cashiers/Management:** If you have a valid liquor license, bring it. If not, you will need to complete the Liquor License class and receive a valid license within 45 days of your start date.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)