



## Instructions for filling out Hiring Paperwork

Please complete all of the forms as indicated below

1. **APPLICATION**, complete name, address, telephone, email.
2. **W-9**, complete name address SSN/ITIN number with which you process your taxes, signature and date.
3. **DIRECT DEPOSIT**, complete name, name of bank, account number, routing number, voided check, signature and dated. (In the event that you are not interested in our direct deposit program please sign below where indicated to confirm you are not interested.)
4. **CONTRACT**, complete name, address, signature and date.
5. **PHOTO ID** (Valid driver's License, passport, state/student/military ID)
6. **SS CARD or ITIN** (Must match the number on your W-9)
7. **PROOF OF ADDRESS**, any document that shows you live at the address specified in your application (phone bill, bank statement, transcript, etc.)

**Please note that your name MUST coincide on every document exactly as it appears on your identification card.**

All forms must be properly completed before submitting. You will not be considered for employment until ALL of the above mentioned paperwork have been correctly filled out.

Once you have completely filled out all of the forms, please send them via email to your regional Team Leader or by fax to (714) 692-2479 so they we may begin processing your application.



Admin use only

Area
Position
Application date:

a) Personal Information

Name, Middle Name, Last Name, Physical Address, City, State, Zip Code, APT #, Mailing Address, Home Phone, Cell, Emergency contact, E-mail

b) Work Experience/Experiencia Laboral:

Promoted products? YES ( ) NO ( )
Worked in sales? YES ( ) NO ( )
Performed demos? YES ( ) NO ( )
Handled food? YES ( ) NO ( )
Been spokesmodel? YES ( ) NO ( )

What products have you promoted?

What is your availability?

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday with checkboxes and time slots

Can you work holidays? YES ( ) NO ( )

Can you work outside of your home area? YES ( ) NO ( )

c) Other:

When can you start working?

Do you have a vehicle? YES ( ) NO ( )

Materials: Table, Trash can, Blender, Coffee maker, Electrical pan

What are your uniform sizes?

Dress, Blouse, Skirt, Pants

Other Skills?

Please include photo ID. YES ( ) NO ( )

Please include proof of address YES ( ) NO ( )

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



## A Better Way to Get Paid.

Instead of waiting in long lines to cash your pay check, let us deposit your pay directly into your checking account.

Its safe, easy and fast.

Simply fill out the required information below and return to the payroll department.

If you do not have a bank account, Neosol can help you open one.

Name of Demonstrator: \_\_\_\_\_

**I authorize Neosol to deposit my wage/salary to the following bank account.**

**Name of Bank:** \_\_\_\_\_

**Checking Account #** \_\_\_\_\_ **Routing #** \_\_\_\_\_

In the space below, please attach a voided check (Deposit Slips will now be accepted).

**Signature of Demonstrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing above, I am in agreeance that I am the owner of the above mentioned bank account or I have permisison from the owner to allow Neosol to make direct deposits to the account listed above.

I am not interested in participating in the Direct Deposit program. Therefore I am responsible for the check(s) in the event that it was lost in the mail. I agree to pay the amount of \$ 40.00 for each check(s) cancellation and replacement

**Signature of Demonstrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_