

PAYROLL

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Issuing Office: [General Accounting Division](#)

SUPPLEMENT II

NEW HIRE ATTACHMENTS

ATTACHMENTS	EMPLOYEE CITIZEN	EMPLOYEE RESIDENT ALIEN	EMPLOYEE NON RESIDENT ALIEN	POST DOC CITIZEN	POST DOC RESIDENT ALIEN	POST DOC NON RESIDENT ALIEN
PATENT AGREEMENT	X	X	X	X	X	X
OATH OF ALLEGINACE	X					
I-9	X	X	X			
BELI	X	X	X			
AA DATA SHEET	X	X	X	X	X	X
TIME KEEPER DATA FORM	X	X	X			
PERSONNEL DATA FORM	X	X	X	X	X	X
UC W-4	X	X	X	X	X	X
WAGE DISTR. CARD	X	X	X	X	X	X
AT-1		X	X		X	X
COPY OF GREEN CARD		X			X	
I-94		*** SEE NOTE			***SEE NOTE	***SEE NOTE
8233*			*SEE NOTE			*SEE NOTE
1078*		**SEE NOTE			**SEE NOTE	

*This form should be filed only when a non-resident alien can claim exemption from Federal tax withholding under a U.S. tax treaty with their country of residence.

* *This form should be filed only when an alien can claim residency for tax purposes after qualifying under the Substantial Presence Test.

***If resident for tax purposes while visiting the U.S. on a non-immigrant visa.