

Boards and Commissions

Board Member (Per Diem)

Name:	Effective Date:
Board:	Department Number:

Document:

- Copy of the Governor's Appointment Letter

Requires Ink Signature:

- Form I-9 Employee Information
- Form I-9; Employer Verification
- Copy of supporting documentation ID(s) for I-9
- Form W-4; Federal Tax Withholding Form
- Form WV/IT-104; State Tax Withholding Form
- Payroll Direct Deposit Form OR Pay Card Request Form (attach voided check or bank documentation verifying account and bank routing numbers)