2016 AD Forms Checklist

The most current forms can be found on MNICS.org. In most cases they can be filled out electronically.

☐ **I-9**

- Make sure it is the most current form.
- Fill in the Passport# **OR** original Social Security # and Driver's license# (or other forms of official identification).
- Sign in **blue ink**.
- **This form must have the original signature – NO COPIES.**
- Do not send copies of the passport or other identification.
- Certification must be signed by the person reviewing the document.
- *Required every 3 years.*

☐ **W-4**

- Fill out all blanks highlighted in yellow.
- Needed at original hire and if changes occur.

☐ **Direct Deposit**

- Fill out all blanks highlighted in yellow, including bank information.
- Sign in **blue ink**.
- ***Do not need*** bank signature.
- Needed at original hire and if changes occur.

☐ **Vendor Code form** (this is basically the same as Direct Deposit but it is used for paying expenses)

- Fill out all blanks highlighted in yellow.
- Regardless of what it says: **Sign in blue ink.**
- Needed at original hire and if changes occur.

☐ **Casual Hire form**

- Fill out all blanks highlighted in yellow.
- Sign in **blue ink**. **DO NOT DATE.**
- An original Casual Hire form must be submitted for each position likely to be mobilized as.
- Needs to be done annually.

☐ **Incident Behavior form**

- Print name at the top.
- Sign in **blue ink**.
- Needs to be done annually.

☐ **Questionnaire**

- Fill out top portion.
- Sign in **blue ink**.

☐ **Copy of IQC (red card)**

Send all forms to:
Minnesota Interagency Fire Center
Attn: Rebekah Luedtke
402 SE 11th Street
Grand Rapids, MN 55744