

Materials To Be Returned Checklist

All materials are due in our office by June 1, 2008. We have enclosed a self-addressed envelope for your convenience. If you have any questions, please call the GME office at (608) 263-0572. **Do not forget to sign and date the forms!**

- Employment Eligibility Verification (I-9 Form)** (white behind purple cover sheet) *Fill out Section 1 and sign.*
- Local Address Form** (white)
Note about Addresses: For payroll purposes, the GME office needs a Madison address listed for tax purposes.
- W-4 form** (blue)
*Did you enter your number of allowances (#9)?
Non-US residents must complete International Visitors section at bottom of form and additional tax papers will be included in your orientation packet.*
- Direct Deposit Authorization Form** (yellow)
Make sure to include voided check or deposit ticket.
- Group Health Insurance Application** (green multi-ply)
*Did you select a plan and indicate a primary physician?
Call the plan you have selected for assistance in selecting a primary physician.
Did you list SS#'s for you and your family members?*
- UWHC Confidentiality Pledge Form** (goldenrod)
- Copy of CPR Certification** *Provide us with a current copy of your current certification. Remember to copy both sides of your card.*
- Copy of other Lifesaving Certifications if applicable (ACLS, PALS, ATLS)**
Provide us with a current copy of your current certification(s). Remember to copy both sides of your card.
- Copy of DEA number with WI address**
*If not a WI DEA license, you must complete the change of address form and transfer the DEA number to Wisconsin. Your number will remain the same.
http://www.deadiversion.usdoj.gov/drugreg/change_requests/index.html*
- Copy of NPI email** (not applicable for PGY-1's)
- UWHC Request for Approval of Outside Activities 4-ply form.** Fill out the top and return if you will not be requesting approval for outside activities at this time.