

To ensure you are paid on time beginning with your first paycheck it is critical that your hiring paperwork is completed in full with each document signed. In addition, you should include a copy of a voided check and IDs to support the Direct Deposit Authorization and the Form I-9. Fronteer Professional Services cannot accept incomplete paperwork.

Form W-4 & Quick Reference Guide: Employees must complete entire form.

- It is imperative you read the instructions thoroughly and follow step by step when completing the Form W-4. The current version of the Form W-4 is very different from versions in previous years.
- Sign and date at the bottom of the page where it states “Employee Signature”.
- The 2nd page of the Form W-4 contains a reference guide to help you complete the form.

Form I-9: Employee **must** complete Section 1 of the Form I-9

- Fill out Section 1 in its entirety. **All** fields must be completed. If a field does not apply to you, you must enter **N/A** in that field.
- Sign and date at the bottom of Section 1.
- You must indicate if a translator was used.
- You are required to provide documentation to support your Form I-9. You can provide one form of ID from List A of the acceptable documents (i.e., U.S. Passport) or two forms of IDs – one from List B of acceptable documents to establish U.S. Citizenship (i.e., Driver’s License) and one from List C of acceptable documents to establish identity (i.e., Social Security Card or Birth Certificate).
- Photocopies of the IDs presented must be submitted along with the Form I-9. If you present a List A document, we must obtain a copy of the front and bar code (backside) of this document. If you present a List B and a List C document must only obtain a copy of the front side of this document.

Direct Deposit Authorization

- This form gives Fronteer Professional Services the authorization to direct deposit your paycheck into your bank account(s) each pay day.
- Notate checking or savings account. Complete the routing number and account number legibly.
- Sign and date at the bottom of this form.
- Provide a voided check if you have one. **DO NOT** use a deposit ticket.

Electronic W-2 Consent Form

- Completing this form give Fronteer Professional Services authorization to email your W-2.
- Employees who choose this option will get their Form W-2 one to two weeks early.
- To open up your Form W-2, enter your social security number without any dashes.

Completed paperwork along with copies of IDs and your voided check should be returned to Fronteer Professional Services via email, fax, or mail. Information can be emailed to customerservice@fspayroll.com. Information can be faxed to (701) 258-1011. Lastly, information can be mailed to Fronteer Professional Services · 4007 State St Ste 20 · PO Box 1315 · Bismarck, ND 58502.

Fronteer Professional Services is required to retain the true original Form I-9. If you have returned your hiring paperwork by fax or email, the true original Form I-9 must be either dropped off or mailed to Fronteer Professional Services.

Paystubs will be emailed to you every pay date to the email address you provided on your hiring paperwork. The email will come from notify@fspayroll.com. You will have to enter your social security number without any dashes to open the attachment. If you do not receive the email with your paystub please check you “junk” folder. You should be sure that notify@fspayroll.com is on your safe sender list.