

What Documents do I Need to Complete my Payroll Packet?

Front and back copies of a List A document, or front and back copies of a List B and a List C document.

Below are the most common we see at Right Track!

If you don't have these, take a look at the [Official I-9 List of Acceptable Documents.](#)

List A



Passport

Must be Current!
Cannot be expired!

or



Permanent Resident Card

Must be Current!
Front and Back Copy.

Helpful Hints!

- If you have a document from List A, that's all you need!
- If not, you'll need a document from List B and List C.

List B



State ID/Permit/License

Current - not expired!
Front and Back copies. Include F & B Copy of "yellow papers" if expired.

or



Student ID Card

From the 2015 - 2016 School Year. Front and Back copies.

ONLY if Under 18



School Report/Summary

From the 2015 - 2016 school year, and if you are under 18

and

List C



Social Security Card

Must be SIGNED and include a copy of the front and back sides.

or



Birth Certificate

Front and Back copies of a certified Birth Certificate.

Don't Forget!

- We need a copy of the front and back side of each ID/document you submit.
- ID's must be current (cannot be expired).
- Social Security Cards need to be signed!