MSS Checklist

Name:

Empl. I.D.

Hire Date:

Packet Type: Forms Received: yes no

Color Copy of Photo I.D.

(Black/White copy of List C Document if used)

Entered into E-Verify: yes no

Verification Number entered into P/S: yes no

Write MSS on all Benefit Forms and on Verification Sheet

(Attach photo I.D. to verification sheet)

FNIS Form Completed in International

SSN Needed: yes no