

TEMP PAPERWORK CHECKLIST

Below Documents Must Be From Profile & Completed By Consultant

- ❖ Invoice Summary
- ❖ Client Confirmation
- ❖ Candidate Confirmation

Below Documents Must Be From MP Website & Completed By Temp

- ❖ Personal Data Sheets – All portions must be filled out with the exception of past employment history if they supply a resume.
- ❖ I – 9 Form
- ❖ Proof of Social Security Number and Photo ID
- ❖ W – 4 Form
- ❖ Direct Deposit Form w/ Copy of Void Check or Signed Total Pay Card Form
- ❖ Terms and Conditions for Recruitment Services
- ❖ MPI Drug Policy and Agreement