



## REQUIRED PAYROLL FORM

**NOTE:** A copy of your employee's social security card and driver's license must be included with this packet. Payroll forms cannot be processed without a copy of these documents.

ALL COMPLETED FORMS ARE TO BE SENT TO:

David Jenks, MA, QIDP  
Self Determination Coordinator  
SHW  
1555 Industrial Dr.  
Owosso, MI 48867

Phone: 989-723-0784  
Fax: 989-725-5061  
Email: [djenks@shiabewell.org](mailto:djenks@shiabewell.org)



# REQUIRED EMPLOYEE AGREEMENT FORMS

**NOTE:** You will receive two (2) copies of the fully signed employee agreements in the mail. One copy is for the employee and one copy is for you, the employer, to keep on file.

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