

HERE'S WHAT YOU'RE GOING TO NEED BEFORE YOU'RE 100% OFFICIAL!

Once you've received an official offer to become an intern, we'll need you to locate, obtain, and bring a number of things to a required workshop on April 23 (or May 17 if you apply after April 23).

Required In-Person Workshops:

Saturday, April 23

Northside @ Coffee Makes You Black, 1:00 - 2:00 pm

Southside @ Escuela Verde High School, 9:00 -10:00 am

Tuesday, May 17 (if you applied after April 23)

Escuela Verde High School, 5:00 - 6:00 pm

**So that you can prepare
what you need beforehand,
here's a detailed list of all the things
you'll need to bring!**

#1 Tax & Employment Forms

At this workshop, we will help you and a family member complete a [Federal Tax Form \(W-4\)](#), a [Wisconsin Tax Form \(WT-4\)](#), and an [Employment Eligibility Form \(I-9\)](#). The forms are linked here but *do not complete them before the workshop*. There are very specific things to fill in and *not* fill in.

For *all 3 forms*, you will **need to know your Social Security #**.

For *the I-9 form*, you will **need to bring the following documents**:

Either a U.S. Passport or Permanent Resident Card

Or one from each of these lists:

(1) [Wisconsin ID](#), school ID with photo, voter's registration card, Native American tribal document, school report card with address, OR doctor record with address

(2) Social Security card, birth certificate, Native American tribal document, OR U.S. Citizen ID card

We will **take a photo of or photocopy these documents** at the workshop to keep in your file.

#2 Work Permit

If you are under 16 years old

If you will be *under 16 years old* on the first day of work, you will **need to obtain a work permit and bring it to the April 23 or May 17 workshop.**

You will **need to visit** a [Permit Office location](#) or a [school location](#). We like to recommend Employ Milwaukee's office for their efficiency.

You will **need to bring the following documents:**

- (1) Social Security card
- (2) Proof of age (driver's license, Wisconsin ID, or birth certificate)
- (3) [Parental Consent form](#)
- (4) Official Hiring Letter (we'll send you a personalized letter) that explains the nature of the job, the dates and hours, wages, etc.

#3 Bank Account

Official account info & direct deposit info

If you *already have* a bank account, you will **need to send us the following or bring it to the April 23 or May 17 workshop:**

- (1) your official account information from your bank (with your name and complete account # and routing #), which could be a paper copy, a PDF, or a screenshot. If you can't locate a paper copy or find it online, call your bank and a representative will be able to help you.
- (2) a [Direct Deposit form](#) letting us know the account # and routing # into which you'd like us to deposit your paycheck. This gives us permission to do so.

If you *don't have* a bank account yet, you will **need to open one:**

- (1) You can go to our partners at Educators Credit Union in-person OR do a [video call](#) during business hours to set up an account with them. They will waive the \$5 fee for opening a checking account. You will **need to bring or have ready all of the following:**

- (a) a picture ID of some kind
- (b) proof of address on it (mail addressed to you, report card with your address, etc.)
- (c) your Social Security number
- (d) a valid email address

- (2) Or you can open up a checking and/or savings account (we suggest both!) at a bank of your choice. What you need to bring may vary bank by bank, so make sure to contact them.

When you've opened up a bank account(s), you **will need to send the following to Dominic Inouye (dinouye@teensgrowgreens.org) or bring them to the April 23 or May 17 workshop:**

(1) your official account information from your bank (with your name and complete account # and routing #), which could be a paper copy, a PDF, or a screenshot

(2) a [Direct Deposit form](#) letting us know the account # and routing # into which you'd like us to deposit your paycheck

**ALL REQUIRED FORMS AND DOCUMENTS
MUST BE SUBMITTED BEFORE JUNE 4,
WHICH IS YOUR FIRST OFFICIAL WORK DAY.
IF ANYTHING IS MISSING,
YOU WILL FORFEIT YOUR OPPORTUNITY
TO WORK WITH US.**