



PHONE 713-975-7576  
PHONE 800-701-4014  
FAX 713-783-1566  
FAX 800-765-0652  
1616 S. VOSS, STE 700  
HOUSTON, TEXAS 77057  
www.TFIresources.com

## INSTRUCTIONS

PLEASE FILL OUT AND RETURN

### **TFI RESOURCES IS THE EMPLOYER OF RECORD FOR TEMPORARY AND CONTRACT WORKERS REFERRED BY 180 NORTH.**

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In order to process your time sheet and issue a payroll check, we will need the following items from you:

- Application for Employment/Employment Policies. Please read, initial page 1, sign and date page 2, and return ALL pages.
- Form W-4: Please complete, sign and return
- Form I-9: Please complete Section 1, sign and return
- Copies of 2 forms of identification (See Form I-9 Attachment)
- State withholding form, completed and signed (if applicable)
- Direct Deposit Authorization (optional)

**PLEASE FAX THESE DOCUMENTS TO US AS SOON AS POSSIBLE: 713-783-1566 OR 1-800-765-0652. AFTER FAXING, PLEASE CALL TFI RESOURCES TO CONFIRM THAT WE HAVE ALL NECESSARY INFORMATION.**

Included in the employment package is a time sheet for your use. Before filling out the time sheet, *please make copies to use for future weeks*. The time sheet should be faxed to our office *before noon on Monday* and it must be signed by an authorized supervisor. Your pay check can be mailed to your home, picked up at our office (in Houston), or you may request that your pay check be directly deposited into your bank account, or into a temporary ATM account that we can set up for you.

As your employer for this temporary assignment, it is important that we have your correct home address.

**NOTE: If your address should change at any time during the year, please notify us in writing so that we can send your W-2 form to you without delay.**

*For all weekly/bi-weekly and hourly employees:* Pay day is Wednesday (every other Wednesday for bi-weekly employees) unless Wednesday is a holiday, in which case pay day will be Thursday. You should call the office of TFI Resources to confirm receipt of your time sheet.

*For semimonthly or salaried employees:* Pay periods are from the 1<sup>st</sup> through the 15<sup>th</sup> of each month and from the 16<sup>th</sup> through the last day of each month. Pay days are on the 17<sup>th</sup> and the 2<sup>nd</sup> of the month, respectively. You should call the office of TFI Resources to confirm the receipt of your time sheet.

**NOTE: Your pay check cannot be picked up by anyone other than you without prior written consent to TFI Resources. TFI Resources is not responsible for lost, stolen, or mailed checks not delivered by the U.S. Postal Service. TFI requires a one (1) week waiting period before reissuing a pay check. If you request a check to be reissued before the waiting period has passed, there will be a \$15.00 replacement fee deducted from the pay check.**

If you have any questions, please feel free to call our office. We appreciate the opportunity to serve as your employer for this temporary work assignment.