

INSTRUCTIONS FOR FORM 8850

1. The new employee should complete the first page.
 - Ensure the employee has entered their demographic information.
 - If the employee checks the box on number 3, 4, or 5, please have them circle the bullet for the statement that applies.
 - Ensure the employee signs and dates the form.

2. Employer should complete the remaining items on the first page and everything on the second page.
 - Enter the employee's job title and rate of pay on the front page where indicated.
 - Enter the following on the second page:
 - Date the applicant started job (first day of work)
 - Ensure you have signed, entered your title, and dated the form.

3. Complete the verification form if the employer is located in Connecticut, Massachusetts, New Mexico, Pennsylvania, Rhode Island or South Carolina.

4. Send completed forms to U.C. Consultants as soon as possible after the form is completed.
 - **The original form(s) must be sent; faxes cannot be accepted.**

If you have any questions, please contact:

- Tracy Clouse at 615-352-6590 ext. 110 or tracy@costcontrol.com.