



WWW.ASA.EDU

NEW CONTRACTOR ENROLLMENT CHECKLIST

(MUST BE COMPLETED AND SUBMITTED BEFORE STARTING CONTRACT,
ANY MISSING OR INCOMPLETE INFORMATION MAY RESULT IN DELAYED START DATE)

COMPANY NAME _____

PRINCIPAL/CONTRACTOR NAME (Last, First) _____

ASA COLLEGE DEPARTMENT/OFFICE _____

- Job Description***
- Resume**
- W-9 Form**
- Copy of Social Security Card / Tax Identification**
- Copy of Government issued picture I.D.**
- Corporate Papers (if applicable)**
- Verification of Work Authorization - *in case of foreign nationals.***
(Please refer to W-9 documents required for employment instructions)
- Direct Deposit Authorization Form**
- IT Department Request Form**
- Independent Contractor CONTRACT**
- Non-Disclosure and Non-Compete Agreement**
- Employment Information Receipt Form**

** Must be provided by manager*

DOWNTOWN BROOKLYN
81 Willoughby Street
Brooklyn, NY 11201
Tel.: 718 - 522-9073

MIDTOWN MANHATTAN
1293 Broadway/One Herald Center
New York, NY 10001
Tel.: 212-672-6450

NORTH MIAMI BEACH
3909 N.E. 163rd Street
North Miami Beach, FL 33160
Tel.: 786-279-1740