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[scjtl@ariatennis.com](mailto:scjtl@ariatennis.com)

Re: Information and procedure for employee processing.

Arias Tennis Corp. is required to follow with all New York State and Federal Employee guideline and procedures. All staff employed by ATC will be asked to comply by following the necessary procedures and having the necessary documentation completed and ready for submission before starting their work with ATC.

Your cooperation is essential and appreciated as this is the law and we want to comply with the least amount of complication possible.

The new payroll will use ADP's Direct Deposit feature for all ATC staff. Salaries will be sent to a savings or checking account you will register before you start work. This could also be the account of a parent or guardian.

Your time and your earned income are of the highest importance to us. With your cooperation in supplying the necessary documentation and forms this will run as smoothly as possible.

Required paperwork for employment with Arias Tennis Corp.:

Please have all forms completed and required copies ready to turn in at the Staff Initiation Meeting.

New staff members:

1. ATC job application
2. Form W4
3. Form I9
4. Employee Direct Deposit Enrollment Form

Copies of:

1. Birth Certificate
2. Social Security card
3. Driver's License
4. Working Papers if under 18

Returning staff members:

1. ATC job application with any changes from last year only. Not applicable if not changes.
2. Employee Direct Deposit Enrollment Form

Forms and additional information and materials are available at the SCJTL Staff Resource Site:

[http://www.ariatennis.com/sl\\_staff.html#ATC/SCJTL\\_program\\_downloads\\_and\\_links](http://www.ariatennis.com/sl_staff.html#ATC/SCJTL_program_downloads_and_links)

Thank you for your cooperation  
Joe Arias  
SCJTL Executive Director