

Grand Forks Youth Hockey Association

Required Payroll Forms

2023-2024 Season

All compensation to coaches will be processed through payroll.

The following forms must be completed and submitted to GFYH prior to payment for coaching services:

W-4

Complete this form in its entirety ensuring that Step 1 and Step 5 are completed, along with the remainder of the document as it applies to you. If you are unsure how to complete Step 2, 3 or 4, we suggest you consult a tax professional.

[2022 Form W-4 \(irs.gov\)](#) (Highlight this link and copy it to your browser)

I-9

Complete Section 1 in its entirety as it applies to you. Be sure to include proper identification as indicated on page 3 (entitled “LISTS OF ACCEPTABLE DOCUMENTS”).

Note that you must provide a copy of:

- ONE of the documents in List A **OR**
- ONE item from List B **AND** one item from List C

[*USCIS Form I-9](#) (Highlight this link and copy it to your browser)

Employee Direct Deposit Authorization

Complete PAYCHEX Direct Deposit Enrollment Form.

- Name
- Type of Account
- Account Holder's Name
- Routing/Transit Number (See below - #1)
- Checking Account Number (See below - #2)
- Financial Institution
- Signature and Date

