



PHONE 713-975-7576  
PHONE 800-701-4014  
FAX 713-783-1566  
FAX 800-765-0652  
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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 COVINGTON GROUP, LLC.**

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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
- Employee Release of Information: Please complete, 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 paycheck can be mailed to your home, picked up at our office (in Houston), or you may request that your paycheck 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 so that we can send your W-2 form to you.**

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.