

# **Grand Forks Youth Hockey Association Required Payroll Forms 2025-2026 Season**

The following forms must be completed and submitted to GFYHA prior to payment for 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 of how to complete Step 2, 3, or 4, we suggest you consult a tax professional.

[2025 W-4](#) (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

[I-9 Employment Eligibility Verification](#) (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

**FORMS MAY BE DROPPED OFF AT THE GFYHA OFFICE IN THE ICON ARENA OR  
MAILED TO: GFYHA PO BOX 5070 GRAND FORKS, ND 58206**