**CONSULTANT INFORMATION SHEET & DOCUMENTATION REQUIREMENTS**

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| --- | --- |
| **TITLE:**  **(Mr., Ms. Mrs.)** |  |
| **FIRST NAME:** |  |
| **MIDDLE NAME:** |  |
| **LAST NAME:** |  |
| **NICKNAME (IF ANY):** |  |
| **GENDER:** |  |
| **E-MAIL ADDRESS:** |  |
| **PHONE:** |  |
| **STREET ADDRESS 1:** |  |
| **STREET ADDRESS 2:**  **(APT, UNIT ETC.)** |  |
| **CITY, STATE,**  **ZIP CODE:** |  |
| **DATE OF BIRTH:** |  |
| **SSN:** |  |
| **TYPE OF WORK AUTHORIZATION:** |  |
| **CONSULTANT’S MANAGER** |  |
| **CONSULTANT’S MANAGER PHONE:** |  |
| **CONSULTANT’S MANAGER EMAIL:** |  |

Additionally, please e-mail the following to [schawan@enumservices.com](mailto:schawan@enumservices.com)

1. **Evidence of Employment Eligibility**

(I-797 H1B Approval Notice, EAD, Green Card, TN Visa, or Proof of Citizenship (Passport preferred)

1. **Evidence of W2 Employment**
   * Provide a copy of the most recent paystub for your consultant. Amounts may be redacted
   * If the consultant has been employed less than 30 days, please provide an offer letter signed by the consultant and a representative of your company until the first paycheck has been issued. Then follow up with a copy of the redacted paystub.