

Employee rate sheet

Veridian Fiscal Solutions processes payments for the employees you hire. To ensure your employees are paid at the correct rate, please provide us with the information requested on this form.

In order for the pay rate indicated on this rate sheet to be effective, it must be received by Veridian by the 25th of the prior month. For example, if a pay rate will be in effect for the month of February, Veridian should receive the rate sheet by January 25th.

Please complete this form for each employee who will work for you. This form will be needed for:

- Each new employee you hire
- A pay rate change for an existing employee

Employee name (please print): _____

Employee ID number: _____

IHS pay rate: _____

Effective month of the pay rate: _____

Employer name (please print): _____

Participant name (if different from employer): _____

By signing and dating below, I as the employer and my employee are agreeing that this is the rate at which he/she should be paid as of the first of the month noted above. The submission of this rate sheet will replace any existing rate sheets, making any prior pay rates no longer applicable.

Employer signature: _____ **Date:** _____

Employee signature: _____ **Date:** _____

Please complete and return this form to Veridian Fiscal Solutions in one of the following ways:

- Email: NorthDakota@veridiancu.org
- Fax: 855-828-0729
- Mail: Veridian Fiscal Solutions, P.O. Box 4502, Waterloo, IA, 50704