



# Transition Newsletter

June 2026



## Understanding New Hire Paperwork

When you start a new job, there is always paperwork you need to fill out. One important form that is always required is called the I-9, or the Employment Eligibility Verification Form. This is a form that every new employee in the United States must complete. It helps the employer confirm that the person being hired is legally allowed to work in the U.S.

### RESOURCE TO CONSIDER

**Disability Rights**  
South Dakota

**Disability Rights SD** provides legal-based services to South Dakotans with disabilities. They also educate individuals with disabilities on self-advocacy and self-determination. On their website, they provide resources for employees with disabilities including information about the Equal Employment Opportunity Commission, Job Accommodation Network, and more! [drsdlaw.org/be-informed/employment/](https://drsdlaw.org/be-informed/employment/)

*This is informational only. DHS is neither supporting nor endorsing this website. You will need to determine for yourself if you wish to use it and proceed accordingly.*

### I-9 or Employment Eligibility Verification form

To complete the I-9 Form, you'll need to show documents that prove your identity and that you are allowed to work in the USA. Most people use a state-issued ID or driver's license along with a Social Security card. There are other kinds of documents you can use as well, and you can find a full list of these on the second page of the I-9 Form.

If you don't already have the right documents, don't worry. I'm here to help. If you have questions or need support getting the documents you need, please contact me—your Vocational Rehabilitation (VR) Counselor.



←You can find a blank copy of the federal I-9 and lists of acceptable documents at this link. [bit.ly/federali9form](https://bit.ly/federali9form)

### Federal W4 Tax Withholding form

The W-4 is a federal form you complete when you start a job. It tells your employer how much federal income tax to withhold from your paycheck. Good news—South Dakota does not have a state income tax, so you do not need to complete a state withholding form.

When filling out the W-4, you will choose your withholding information. If your parents or guardians claim you on their taxes, your withholding choices may be different than someone who files independently. Some people may qualify to claim "exempt," but this only applies if they did not owe federal income taxes last year and do not expect to owe them this year. You will still see deductions from your paycheck for Social Security and Medicare taxes.

Because every family's tax situation is different, students should review the form carefully and speak with a parent, guardian, or tax professional before completing it.



contact me

Name:

Phone:

Email:

DHS.SD.GOV



## Essential Documents to Verify Identity

As we mentioned earlier, the federal I-9 form requires two documents to prove who you are and that you can work in the U.S. You should have these documents ready before you start looking for a job, because you'll need them to complete other paperwork too.

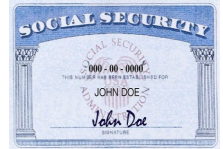
Your state ID or driver's license is something you should carry with you at all times. The other documents—like your Social Security card or birth certificate—aren't needed as often, so it's best to keep them in a safe place. Talk with your parents or guardians about the best way to store them. A fireproof box at home, a locked safe, or a safety deposit box at a bank are all good options.



If you don't have these documents yet, it's important to start the process now. Replacing them takes time, money, and effort—so don't wait until you get a job offer to begin!

### To get a Social Security card

You, or your guardian, will need to present your ID at the Social Security office to request a new card. Don't keep your Social Security card in your wallet unless you are using it that day to apply for a job. There is no fee associated. If you can, try to memorize the number. [ssa.gov](http://ssa.gov)



### To get your Birth Certificate



You, or your guardian, will need to fill out a SD Vital Records Request form with identification. If you do not have a valid photo ID, you will be required to submit two additional forms of ID. A \$15 search fee is applicable for all certificates requested. *Online orders and those over the phone include additional fees.* [bit.ly/sdbirthcertificate](http://bit.ly/sdbirthcertificate)



### To get a State ID or Driver's License



To apply for an ID card or SD Driver's License, you can schedule an appointment to visit an exam station or walk into any open driver exam station. Fees vary based on which type of ID you are obtaining. Both will expire so you will need to pay attention to your expiration date to renew prior. [bit.ly/sdidinstructions](http://bit.ly/sdidinstructions)



If you need help obtaining any of these essential documents or covering associated fees, please don't hesitate to reach out. I'd be happy to explain possible assistance options.

# Essential Documents to Keep in a Binder or Electronically

## Education Documents

- A copy of transcript from all schools attended or GED certificate
- Most recent IEP or 504 Plan
- Any other work certifications obtained (CPR/First Aid, CNA, ServSafe, etc.)
- College information: Financial aid information & transcript
- Copies of any email school related confirmations/acceptance communications

## Medical Information

- Health Insurance policy information
- Copy of most recent physical & all immunizations
- List of doctor's names and numbers
- List of medications, times, dosages, & who prescribes them

## Work Information

- List of work references—first & last names, their job title, employer name, phone number, & email address
- Copy of recommendation letters, if you have them
- Current resume or dates of places you've worked or volunteered, along with your responsibilities
- Unemployment records

## Housing Information

- Copy of your current lease
- Current landlord's name & contact info & list of prior landlords' contact information & dates lived there.
- Phone contract & two most recent bills (shred older bills)
- Two most recent gas, electric, cable bills & any contracts (shred older bills)

## Financial Information

- Most recent statements from any bank accounts (7 years, shred older)
- Most recent Social Security award letter and any other communication from Social Security
- All credit/debit card information
- Pay stubs (3 years, shred older)
- Tax documents (3 years from the date you filed your original return, shred older)

## Passwords

Keep your passwords somewhere safe. You can use a password manager app to store them securely or write them down and keep the list in a safe place. Turn on multi-factor authentication (MFA) for any apps with personal or financial information. MFA adds extra security by asking for something else—like a code on your phone—after your password. If you need help, ask someone you trust for advice.

**You can also make folder on your computer, phone, or email and keep a lot of this information electronically. Know how to access it to print it when needed.**