

MEVA CONTRACTOR PERSONNEL

These instructions explain how to fill out the "MEVA Contractor Personnel".

Each column heading's data is explained below:

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| LAST NAME | These 4 items must be the Legal name of the individual. Nick names and unofficial aliases are <u>not</u> acceptable. "MI" stands for Middle Initial. Suffixes are things like "Jr., Sr., III, etc." These are required if they are part of the legal name of the individual. |
| FIRST NAME | |
| MI | |
| SUFFIX | |
| SSN | This is the Social Security Number of the employee. |
| BIRTH DATE | This is the employee's date of birth. Format as mm/dd/yyyy. |
| CITY, STATE, COUNTRY OF BIRTH | All three of these items must be provided. |
| STATUS (PERM/TEMP) | This is the employee's hired status within the company. |
| NTE DATE FOR TEMPS | This is the date the that the employee must not exceed as a temporary hire. Format as mm/dd/yyyy. |

