

# wex™ Employee Verification - International Guidance

Business Unit: Employees Outside the US

Audience: New Employees

## General Information

The following information provides a summary of the requirements of Employee Verification by Country for each new employee. This is meant as a reference guide to support New Hire Orientation. All new starter paperwork is sent to the employees prior to joining.

<b>Australia</b> <ul style="list-style-type: none"> <li>- All new joiners must successfully complete background checks including right to work and police check</li> <li>- They must complete payroll new starter form, tax file declaration and superannuation form</li> </ul>	<b>Belgium</b> <ul style="list-style-type: none"> <li>- Employees need to provide a holiday attestation and ID</li> <li>- Other documents are AUP Form</li> <li>- New Starter Form</li> </ul>
<b>Brazil</b> <ul style="list-style-type: none"> <li>- Sterling checks (background checking company)</li> </ul>	<b>France</b> <ul style="list-style-type: none"> <li>- Employees must undertake a new starter medical assessment</li> <li>- Require ID and Bank Details</li> <li>- AUP Acknowledgement, Restaurant Tickets, Acknowledgement of House Rules, Expression of Wish</li> <li>- Time Saving Account - input, open request, Vivinter Form, New Joiners Form</li> </ul>
<b>Germany</b> <ul style="list-style-type: none"> <li>- Employee suppliescopy of the ID and health insurance</li> <li>- Acceptable Use Policy Acknowledgement</li> <li>- Employee Starter Form</li> </ul>	<b>India</b>
<b>Ireland</b> <ul style="list-style-type: none"> <li>- For those that are employed by Optal or WEL in Ireland, they undergo a background check via Sterling, Stubbs Gazette and Verifile.</li> <li>- Citizens of the EEA can live and work in Ireland without an employment permit. For non-citizens of the EEA, the employee will provide evidence of an employment permit and visa to enter Ireland.</li> </ul>	<b>Italy</b> <ul style="list-style-type: none"> <li>- Employees supply their fiscal card, ID</li> <li>- Documents required: AUP Acknowledgement, New Hire Info, Legge 335, Modello TFR2, Scheda Detrazioni</li> <li>- Employees must undertake a new starter medical assessment booked after the employee has joined.</li> </ul>

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<ul style="list-style-type: none"> <li>- For citizens and non-citizens of the EEA, we verify identity and right to work by checking a passport, or a birth certificate and proof of home address in the absence of a passport.</li> <li>- Required documents: AUP Acknowledgement, Employee Records and Bank Details, Equal Opportunities monitoring form, Expression of Wish Form, HMRC Starter Checklist/P45, Reference Request Information.</li> </ul>	
<b>Japan</b>	<b>Netherlands</b>
<ul style="list-style-type: none"> <li>- ID</li> <li>- New Starter Form</li> <li>- Sterling checks (background checking company)</li> </ul>	<ul style="list-style-type: none"> <li>- VLC Census File, Pension Application, Payroll Form, Tax Form, AUP Acknowledgement</li> <li>- ID</li> </ul>
<b>Norway</b>	<b>New Zealand</b>
<ul style="list-style-type: none"> <li>- ID</li> <li>- Documents Required: AUP Acknowledgements, New Starter Form</li> </ul>	<ul style="list-style-type: none"> <li>- All new joiners must successfully complete background checks including right to work and police check</li> <li>- Complete payroll new starter form, relevant tax and KiwiSaver forms</li> </ul>
<b>Singapore</b>	<b>United Kingdom</b>
<ul style="list-style-type: none"> <li>- ID</li> <li>- New Starter Form</li> <li>- Performing HireRights checks (background screening company)</li> </ul>	<ul style="list-style-type: none"> <li>- For those that are employed by WEL in the UK, they undergo a Sterling background check.</li> <li>- In the UK, we need to verify identity and the right to work.</li> <li>- For non-UK citizens, the employee must supply a share code and HR will check this on the government website.</li> <li>- All employees need to supply address verification.</li> <li>- Required documents: AUP Acknowledgement, Employee Records and Bank Details, Equal Opportunities monitoring form, Expression of Wish Form, HMRC Starter Checklist/P45, Reference Request Information</li> </ul>