



## **CONSULTANT ENROLLMENT**

### **What do I need to do?**

Download the following forms:

- Service Agreement Form
  - W-9 Form
  - Recruiter Information Form
  - Direct Deposit Form (optional)
- Fax all forms to (713) 932-6676
- OR**
- Scan and Email all forms to **[tfs@tfspayroll.com](mailto:tfs@tfspayroll.com)**

### **How do I submit new temps?**

After all forms mentioned above are submitted, you will be able to submit New Start forms for each temp assignment online. Fill every field on the form; when submitted, you will receive a copy for yourself via e-mail.

Any questions or concerns, please don't hesitate to call or e-mail. We will gladly answer all of your questions.

**Thank you for your business!!**