

# PERFORMANCE MANAGEMENT — GROUP —

Welcome to Performance Management Group. We are very excited that you have made the decision to join us as an Independent Contractor.

As an Independent Contractor there are a few forms that you will need to complete. Enclosed you will find:

**1. Independent Sales Rep Agreement**

*Please review, sign and return signed copy*

**2. W-9 Form**

*Please complete and return to my attention*

**3. I-9 Form**

*Please complete and sign where indicated and return with the proper identification*

**4. Independent Contractor Information**

*Please complete and return*

**5. Employee Direct Deposit Enrollment Form**

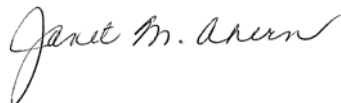
*Please complete and return with proper documentation if you would like Direct Deposit*

**The first 4 forms are required for payroll set up** and must be completed and returned to me before any compensation can be paid. The direct deposit form need only be completed if you would like direct deposit to your financial institution.

If you have any questions regarding this information, please don't hesitate to call me. My direct number is 952-746-8055. If I am not in the office you can also reach me on my cell phone 651-442-3542 or via email at [jahern@pmgpurchasing.com](mailto:jahern@pmgpurchasing.com).

Again, welcome to PMG. I look forward to meeting you.

Best regards,



Janet M. Ahern  
Director of Human Resources

Enclosures