

Template of 6540 Memo from Approving Officer to EFF Pay Center



United States
Department of
Agriculture

Forest
Service

Unit Name

Address

File Code: 6540

Date:

Route To:

Subject: Payment of Casual Hire, Emergency Firefighter Time Reports

To: EFF Pay Center
324 25th St.
Ogden, UT 84401

Enclosed are the forms necessary for processing casual hire payrolls as follows:

Unique Unit "Batch Number" to track this payroll: _____

Number of OF-288's Mailed: _____

List of Casual Names submitted (or attach list): _____

I have verified, attached, or have on file the following (mark the appropriate boxes):

- OF-288's have been audited, certified and attached, including signatures of the casual and the Time Officer.
- I-9's are completed and are completed and attached or have been previously submitted.
- Original W-4's for Federal withholding are complete and attached, or previously submitted.
- Original State withholding forms are complete, if required, and attached or previously submitted. If Federal W-4 is being used for State exemptions, "**the State name**" has been written on the W-4.
- W-5's are complete, where applicable, and attached.
- Incident name or project matches the job code assigned and the job code is established in FFIS for the incident region/unit indicated in Block 3 for each column of the OF-288.
- Other (explain): _____

If you have any questions, please contact (*name*), at phone (*#*). As approving official, I certify the enclosed OF-288's are accurate, appropriate, and legal for payment.

NAME
Approving Officer

Enclosures: