



Lewisville
Independent
School District

Mailing Address:
P.O. Box 217
Lewisville, Texas 75067

COMMITTED TO EXCELLENCE

1800 Timber Creek Rd.
Flower Mound, TX 75028

HUMAN RESOURCE SERVICES

District Reimbursement Authorization

Employee Name: _____

Social Security #: _____

Position: _____

Pay period: _____ Monthly _____ Semi monthly

Under the terms of Senate Bill 9 all non-certified school employees hired on or after January 1, 2008 must submit fingerprint identification information in the form required by TEA and DPS before beginning employment. (Digital Fingerprinting)

Each perspective employee will provide information to Lewisville ISD to submit to the state agency to begin the process. LISD will pay \$50.20 to the IBT L-1 processing agency at the time the fingerprinting appointment is scheduled.

Lewisville ISD will deduct this payment from the newly hired employee in the amount of \$16.74 for three pay periods or if the employee leaves before this fee is reimbursed to the district the balance will be deducted from the final paycheck.

Employee Signature: _____

Date: _____

CC: White -HR
Yellow -Payroll
Pink -Employee