

HOW TO FILL OUT THE ACKNOWLEDGEMENT FORM:

This is a one-page checklist used to document that the Supervisor gave the required State forms to the Employee. The Employee fills in his/her name. The three documents are checked off. The Employee puts in his/her name, social security number, signs and dates the bottom of the form. The Supervisor then adds the Department, Division and Location and then signs and dates the form. A copy of the form is kept with the Employee file, and the original is sent to the County of Riverside's Workers' Compensation Division.