



**The University of Toledo  
Graduate Medical Education  
New/Incoming Housestaff Documentation Completion Checklist**

Please use this checklist to assure that all required documents have been completed, signed and sent to the GME Office no later than April 15.

*Please attach this checklist to the documents being sent to the GME Office.*

- Post Employment Information
- Invention Reporting and Assignment Obligations Statement
- Residency Health Requirement Form and Respiratory Evaluation Medical Questionnaire
- Resident Compact Between Physicians and Their Teachers
- Employee Certification of Understanding Ethical Conduct Statement
- Confidentiality Statement
- Expected Behaviors
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- Criminal Records Check Authorization to Release Information
- Educational Commission for Foreign Medical Graduates (ECFMG) Authorization Form
- Document/Records Release Authorization Form
- Non-Resident Alien Information Form
- Fraud Hotline Acknowledgement Form

Please mail the above completed documents to:      The University of Toledo  
Office of Graduate Medical Education  
3000 Arlington Avenue, MS 1050  
Toledo, Ohio 43614

**The Following do not need to be completed by April 15<sup>th</sup>, but upon receipt of your UTAD account. This is done on-line, no paper work to be submitted to GME office. Instructions for completion are located under the Required Forms/Instructions for Employment – Instructions for Completion of Forms link on the GME website:**

- Federal W-4 Tax Form and State Tax Withholding Form (Ohio / Michigan)
- Employee Direct Deposit Authorization Form

Please contact the GME Office at (419) 383-4244 with any questions you may have.