



Business Office

364 South Park Street • Walla Walla WA 99362-3249 • FAX (509) 526-1682 • (509) 527-3000

Date

Name

Address

City, State, Zip

Re: **Employment Authorization Card – Second Request**

Dear _____:

On _____, you were notified, in writing, that the following information from Walla Walla Public Schools that the Social Security Card you provided when hired stated that it was valid for work only with DHS authorization. The expiration date on your Employment Authorization Card expired on _____.

Please bring in to the Walla Walla Public Schools Payroll Office at 364 S. Park Street your updated Employment Authorization Card or your Social Security Card if the “Valid for work only with DHS authorization” has been removed from your card.

As this is an important issue, please provide this information within Fifteen (15) calendar days.

If you have any questions, please contact me.

Sincerely,

Elaine M. Bluhm
Payroll Officer
509.526.6721
ebluhm@wwps.org