



## DISTRIBUTION/MANUFACTURING TEAM MEMBER EMPLOYMENT RECORDS REVIEW REQUEST

NAME	ADDRESS	CITY/STATE/ZIP	TODAY'S DATE
UNIT / DEPARTMENT		BIRTH DATE	EMPLID
LAST DAY WORKED (IF FORMER TEAM MEMBER)		HOME PHONE NUMBER	CELL PHONE NUMBER

TEAM LEADER / FIRST ASSISTANT

**Meijer maintains team member employment records which are considered confidential Meijer property. Team Members may access and print some of their own documents contained within MYINFO at no charge.**

**If you are unable to access desired documents within MYINFO, complete the form below. Please allow up to four weeks to process your request.**

Check the documents you wish to review from your employment records:

Employment Application  
New Hire Agreements  
Interview Guides  
Union Application (if applicable)  
W2 Information  
W4 Information  
Weekly Wage History

Job Offer Letter  
Change of Status  
Licenses and Permits  
Performance Reviews  
Time and Attendance Records  
Disciplinary Records

Other \_\_\_\_\_

Meijer reserves the right to charge 25¢ for each page copied.

Former team members will be notified of the amount payable for copying charges. After receiving money, the documents will be mailed to you at the address provided above.

Active team members will be contacted once the file is collected to set up a meeting to review records with their First Assistant on their own time.

SIGNATURE (Required)

**RETURN TO (Please send request to the location that pertains to you):**

Newport Distribution Facility Attn: DF A.A. 8857 Swan Creek Road Newport, MI 48166	Lansing Distribution Facility Attn: DF A.A. 3405 S. Creyts Road Lansing, MI 48917	Tipp City Distribution Facility Attn: DF A.A. 4200 S. County Rd. 25A Tipp City, OH 45371	Grandville Roasting & Packaging Facility Attn: Mfg. A.A. 3040 Remico St. SW Grandville, MI 49418
Central Kitchen Manufacturing Attn: Mfg. A.A. 536 N. Main St. Middlebury, IN 46540	Lansing Fleet Maintenance Attn: DF A.A. 3405 S. Creyts Road Lansing, MI 48917	Grand Rapids Distribution Facility Attn: DF A.A. 2725 Walker Avenue, N.W. Grand Rapids, MI 49544	Purple Cow Creamery Attn: Mfg. A.A. 234 Charles Dr. Holland, MI 49424

F g se nl Date Records Sent \_\_\_\_\_ Number of Pages \_\_\_\_\_ After reasonable search, the following documents could not be located: