



employer solutions staffing group  
Leveraging Resources in a Changing Market

7301 Ohms Lane Suite 405  
Edina, MN 55439  
Tel: 952.835.1288  
www.esgstaffingsolutions.com

# New Hire Application

Personal Data-- PLEASE PRINT LEGIBLY IN INK

Last Name Xiong First Name Khon Middle Initial \_\_\_\_\_  
Street Address 291 Ravoux st. Apt/Ste 8  
City/State/Zip St. Paul MN Social Security Last Four XXX-XX-3167  
Phone Number 651-214-3185 Email Address \_\_\_\_\_@\_\_\_\_\_  
Staffing Agency/Recruitment Partner \_\_\_\_\_

All offers of employment are contingent upon successful completion of background check.

ability to work in the U.S.A.

Are you legally authorized to work in the United States?

*Needs e-verify*

I authorize Employer Solutions Staffing Group to contact my previous employers to verify my qualifications for employment. I authorize you to contact my previous employers regarding my previous duties, responsibilities, and performance.

Employer Solutions Staffing Group will use the information contained in this application to determine my qualifications for hire, except as indicated in this application, and to conduct a background check.

I understand that a comprehensive background check may be required for hire by certain clients of ESSG. This may include but is not limited to criminal records, driving records and/or a drug screen test as required by clients, government regulations, and industry standards.

Employer Solutions Staffing Group reserves the right to conduct a background check on any individual applying for hire by certain clients of ESSG. This may include but is not limited to criminal records and/or a drug screen test as required by clients, government regulations, and industry standards.

I release ESSG and other persons from any and all liability for any claims, damages, losses, or expenses, including reasonable attorneys' fees, that may be incurred by me or any other person as a result of my application for and/or employment with any client of ESSG.

Employer Solutions Staffing Group reserves the right to conduct a background check on any individual applying for hire by certain clients of ESSG. This may include but is not limited to criminal records and/or a drug screen test as required by clients, government regulations, and industry standards.

I certify that all statements made in this application are true and correct. I understand that providing false or misleading information, or providing incomplete information, may result in my disqualification from consideration for employment or, if I am hired, my termination.

Employer Solutions Staffing Group reserves the right to conduct a background check on any individual applying for hire by certain clients of ESSG. This may include but is not limited to criminal records and/or a drug screen test as required by clients, government regulations, and industry standards.

If hired, I agree to abide by the policies and procedures of the client of ESSG.

KHON Xiong  
Name (Print or type)

KHON Xiong  
Applicant's Signature

8-14-15  
Date

A copy or facsimile ("fax") will be considered the same as an original signature. Email will ONLY be used for employment correspondence

For ESSG Office Use Only				
DOH _____	NHW _____	I-9 _____	8850 _____	W4 _____
Emergency Contact Info _____	Background Release Form _____	Background Results _____	Unemployment Letter (if applicable) _____	ESC Application _____
For ESSG Client Use				
DOH _____	ROP _____	Work Site Loc. _____	WC Code _____	

# Form W-4 (2015)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for yourself if no one else can claim you as a dependent . . . . .	<b>A</b> _____
<b>B</b>	Enter "1" if: <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>	<b>B</b> _____
<b>C</b>	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b> _____
<b>D</b>	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b> _____
<b>E</b>	Enter "1" if you will file as head of household on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b> _____
<b>F</b>	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit . . . . .	<b>F</b> _____
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$85,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.</li> <li>• If your total income will be between \$85,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child . . . . .</li> </ul>	<b>G</b> _____
<b>H</b>	Add lines A through G and enter total here. ( <b>Note.</b> This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b> _____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074  <h1 style="margin: 0;">2015</h1>
1 Your first name and middle initial: <u>Khon</u> Last name: <u>Xiong</u>		2 Your social security number: <u>812-32-3169</u>
Home address (number and street or rural route): <u>291 Rayoux St #18</u>		3 <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code: <u>St. Paul MN. 55103</u>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u>2</u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$
7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶ <u>7</u>		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶ <u>Khon Xiong</u>		Date ▶ <u>8-14-15</u>
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

**▶START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) <i>Xiong</i>		First Name (Given Name) <i>Khon</i>		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name) <i>291 Rayoux St</i>			Apt. Number <i>8</i>	City or Town <i>St. Paul</i>		State <i>MN</i>
Date of Birth (mm/dd/yyyy) <i>6-4-1977</i>		U.S. Social Security Number <i>812-37-3169</i>		E-mail Address		Telephone Number <i>651-214-3185</i>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number)
- An alien authorized to work until (expiration date, if applicable) (See instructions)

*Will finish once she's received DHS auth card.*

For aliens authorized to work, provide your Alien F

1. Alien Registration Number/USCIS Number: \_\_\_\_\_
- OR
2. Form I-94 Admission Number: \_\_\_\_\_

If you obtained your admission number from Consulate or U.S. States, include the following:

Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

write "N/A" in this field.

Admission Number:

3-D Barcode  
Do Not Write In This Space

Signature of Employee: <i>Khon Xiong</i>	Date (mm/dd/yyyy): <i>8-14-15</i>
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**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: <i>Andrew Thao</i>		Date (mm/dd/yyyy): <i>8-14-15</i>	
Last Name (Family Name) <i>Andrew Thao</i>		First Name (Given Name) <i>Andrew</i>	
Address (Street Number and Name) <i>366 Topping St.</i>		City or Town <i>St. Paul</i>	State <i>MN</i>
		Zip Code <i>55117</i>	



Employer Completes Next Page





### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Xiong, Khou

List A Identity and Employment Authorization	OR	List B Identify	AND	List C Employment Authorization
Document Title:		Document Title: <u>Identification Card</u>		Document Title: <u>Social Security Card</u>
Issuing Authority:		Issuing Authority: <u>STATE OF MN</u>		Issuing Authority: <u>SSA</u>
Document Number:		Document Number: <u>CT83032583818</u>		Document Number: <u>812 37 3169</u>
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy): <u>06/04/2019</u>		Expiration Date (if any)(mm/dd/yyyy): <u>N/A</u>
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

**3-D Barcode  
Do Not Write in This Space**

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 08/14/2015 (See instructions for exemptions.)

Signature of Employer or Authorized Representative <u>[Signature]</u>		Date (mm/dd/yyyy) <u>08/14/2015</u>	Title of Employer or Authorized Representative <u>Act. Rep.</u>	
Last Name (Family Name) <u>BUSINESS</u>	First Name (Given Name) <u>TAYLOR</u>	Employer's Business or Organization Name <u>EMPLOYER SOLUTIONS STAFFING GROUP LLC</u>		
Employer's Business or Organization Address (Street Number and Name) <u>7301 OHMS LANE SUITE 405</u>		City or Town <u>EDINA</u>	State <u>MN</u>	Zip Code <u>55439</u>

### Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):
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C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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**DISCLOSURE AND AUTHORIZATION [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]**

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Employer Solutions Staffing Group LLC (ESSG) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" that may include information about your character, general reputation, personal characteristics, and/or mode of living, and that can involve personal interviews with sources, such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. Fax: 800-886-0774 or 952-941-9041. ORANGE TREE EMPLOYMENT SCREENING's website is at [www.orangetreescreening.com](http://www.orangetreescreening.com), or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing ESSG to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

<b>New York and Maine applicants or employees only:</b> You have the right to inspect and receive a copy of any investigative consumer report requested by ESSG by contacting the consumer reporting agency identified above directly. You may also contact ESSG to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which ESSG shall provide within 5 days.
<b>New York applicants or employees only:</b> Upon request, you will be informed whether or not a consumer report was requested by ESSG, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.
<b>Oregon applicants or employees only:</b> Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that ESSG has not maintained secured records is available to you upon request.
<b>Washington State applicants or employees only:</b> You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ESSG at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, company, or insurance company to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. ORANGE TREE EMPLOYMENT SCREENING's website is at: [www.orangetreescreening.com](http://www.orangetreescreening.com), another outside organization acting on behalf of the company, and/or the company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants or employees only:** By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by ESSG.

(Must include email address: \_\_\_\_\_)

Signature: KHOU Xiong Date: 8-14-15

**BACKGROUND INFORMATION**

Last Name: Xiong First: Khou Middle: -  
Other Names/Alias: \_\_\_\_\_  
Social Security #: 812-37-3169 Date of Birth (mm/dd/yyyy)\*: 6-4-1977  
Driver's License #: \_\_\_\_\_ State of Driver's License: \_\_\_\_\_  
Present Address: 291 Ravoux St. #8 Telephone # (Primary): 651-214-3185  
City/State/Zip: St. Paul / MN, 55103

\*This information will be used for background screening purposes only and will not be used as hiring criteria.



# employer solutions staffing group

Leveraging Resources in a Changing Market

## Direct Deposit/Payroll Debit Card Authorization

Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card.  
If you do not provide a written election, wages will be paid by Payroll Debit Card.

SECTION 1 BASIC INFORMATION			
Employee Name	<i>Khon Xiong</i>	SSN# (last 4 digits)	<i>3169</i>
		Effective Date	<i>8-14-15</i>
SECTION 2 PAYROLL ELECTION			
<input type="checkbox"/>	Direct Deposit (Please complete Sections 3 and 5 below)		
<input type="checkbox"/>	Payroll Debit Card (Please complete Sections 4 and 5 below)		
SECTION 3 DIRECT DEPOSIT			
<input type="checkbox"/>	Update Bank Account		
Bank Name:	I understand and acknowledge that if I do not provide a		
Routing#	and check with this direct deposit form, I am		
Account#	responsible for any delays in payroll or extra costs		
Account Type: <input type="checkbox"/> Checking	the account number that I provide is incorrect.		
	Date _____		
<ul style="list-style-type: none"> <li>To help us avoid making an</li> <li>If you change banks, do not</li> </ul>	(not work) the new bank, which may take 2 pay periods.		
SECTION 4 PAYROLL DEBIT CARD			
Federal law requires all financial institutions to verify your identity. If you request a Payroll Debit Card for your account, you do not submit a Direct Deposit election, we will request a Payroll Debit Card to pay your wages. For your verification, we will verify your identity.		notifies each person who opens an account. In order to enable the financial institution to identify you, we will request necessary information and issue you a Payroll Debit Card with an additional identification information so they can verify your identity.	
Except for the routing and account number transactions. On your first payday, we will request you sign acknowledging that you understand the terms and conditions of the Payroll Debit Card. Your Payroll Debit Card will be reloaded on each payday you receive wages.		regarding your Payroll Debit Card account or other information containing all of the terms and conditions. You will receive your Payroll Debit Card. Your Payroll Debit Card will be reloaded on each payday you receive wages.	
CARDHOLDER INFORMATION (do you want your Payroll Debit Card to be issued)			
First Name	M.I.	Last Name	Date of Birth
<i>Khon</i>	<i>—</i>	<i>Xiong</i>	<i>6-4-1977</i>
Street Address (PO BOX NOT ACCEPTABLE)		Social Security#	
<i>291 Ravoux St. #8</i>		<i>812-37-3169</i>	
City	State	Zip	Cell Phone (mobile)
<i>St. Paul</i>	<i>MN</i>	<i>55103</i>	<i>651-214-3185</i>
RECEIPT OF PAYROLL DEBIT CARD (to be completed when you pick up your Payroll Debit Card)			
Payroll Debit Card Routing #	Payroll Debit Card Account #		
<i>073972181</i>			
I have received my Payroll Debit Card, welcome brochure, program fees, program terms, conditions, and disclosures. By activating my Payroll Debit Card, I am agreeing to the program terms, conditions, and disclosures that are included or made available to me from time to time from the financial institution. I authorize the financial institution to debit my Payroll Debit Card account for the fees described in the fee schedule that is part of the program terms, conditions, and disclosures.			
Employee's Signature: <i>X KHON XIONG</i>			Date: <i>8-14-15</i>
SECTION 5 AUTHORIZATION			
I authorize ESSG to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my account(s) as designated above and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s).			
* E-mail is required for pay stub information.			
*E-mail: _____ @ _____			
this information will only be used to send your paystubs electronically			
Employee's Signature: <i>KHON XIONG</i>			Date: <i>8-14-15</i>

NOT ISSUING GCC  
 UNTIL RECEIVED DHE  
 CARD & DRUG TEST  
 FINISHED.