



NEW HIRE EMPLOYMENT KIT

The enclosed forms are all mandatory paperwork that must be completed by each new employee. Please review the following instructions to ensure that this information is completed correctly.

W-4 Form. (This is needed to determine your correct federal tax withholding). Please complete:

1. Name, address, social security number, marital status, and the number of deductions (Note: The more deductions you claim, the less tax you will have withheld. If you work part-time you may not have any federal taxes withheld unless you elect to have an additional amount deducted per payroll check in box #6.)
2. Please be sure to sign and date the bottom of the form.

I-9 Form. (This form is required by law to verify that you are eligible to work in the United States)

Please complete:

Top Section- To be completed by the employee

1. Name, address, date of birth, and social security number.
2. Check your citizenship status.
3. If you are under 18 years old without a document that establishes identity, your parent or guardian can complete the section entitled "Preparer/Translator Certification."

Lower Section- To be completed and signed by your supervisor.

You must produce either one form of identification from List A OR one from List B and one from List C. (See the back of the I-9 form for a list of acceptable documents.) Minors under age 18 may use their work permit or a school report card, as a List B document.

Employment Application. Please complete the entire front side and at least one employment history on the backside of the form.

Health Benefits Application. This form is used to initiate enrollment into the health benefit package. Please complete: Your name, mailing address and social security number.

- If you wish to enroll into the benefit plan, circle "Yes" and check the type of insurance information you would like sent to you.
- If you are not interested in health insurance then circle "No" and sign and date the form.

THIS SECTION SHOULD BE COMPLETED BY YOUR SUPERVISOR AND RETURNED WITH THE REST OF THE NEW HIRE KIT.

Client: _____

Employee Name: _____

Hire Date: _____

Job Title: _____

Rate Of Pay: _____

Estimated Hours/Week: _____

Supervisor's Signature: _____