

New Hire Checklist

Part 1- Payroll

1



Form I-9 (Employment Eligibility Verification)

Completed I-9 form along with required identification documents (e.g., passport, driver's license, Social Security card).

2



Form W-4 (Employee's Withholding Certificate)

Completed W-4 form to determine federal income tax withholding.

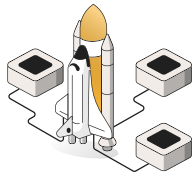
3



Direct Deposit Authorization Form

Completed direct deposit form to capture the employee's bank deposit information to set up payments.

4



Benefit Enrollment Forms

Completed forms for enrolling in health insurance, retirement plans, and other benefits. This ensures the employee receives all entitled benefits.

5



State-Required Forms and Submissions

Documents necessary to file and submit when hiring a new employee vary depending on the state; be sure to stay up to date with what your state requires. For example, California employers must have new hires fill out form DE-4 to determine state tax withholding