

# New Hire Check List

Employee Name: \_\_\_\_\_

- Form I-9 Employment Eligibility Verification
  - Section 1 is to be completed by Employee
  - Section 2 is to be completed by Employer
- Form W-4 Employee's Withholding Allowance Certificate
- Authorization for Direct Deposit (if applicable)
  - Employee **MUST** sign the direct deposit form before direct deposit will be available
  - Employee needs to attach a copy of a voided check
- Need copy of Social Security Card
- Need copy of valid driver's license
- Need employee pay information
  - Salary \_\_\_\_\_
  - Hourly \_\_\_\_\_
  - Commissions \_\_\_\_\_
  - Auto Allowance \_\_\_\_\_
  - Cell/Internet Allowance \_\_\_\_\_
  - Vacation Days \_\_\_\_\_
  - Sick Days \_\_\_\_\_
  - Health Insurance \_\_\_\_\_
- Employee Start Date \_\_\_\_\_