

New Hire Paperwork Checklist



- ☐ Signed offer letter
- ☐ I-9 with Supporting Documents
- ☐ Direct Deposit with Voided Check
- ☐ W-4 federal Tax Form
- ☐ State Tax Form
- ☐ Personal Data Form
- ☐ Self Identification-Veterans
- ☐ Self Identification-Gender
- ☐ Self Identification Disability
- ☐ Confidentiality agreement
- ☐ Non-Disclosure agreement (If applicable)