

## **NEW HIRE CHECKLIST**

### **SECTION 1:**

New Hire Form  
W-4 Form  
I-9 Form  
Copy/Voiced Check for Direct Deposit  
Direct Deposit Approval

### **SECTION 2:**

Employment Agreement Signed  
Resume / Bio - Job Description  
NDA  
Background Check

### **SECTION 3:**

Pay Rate Change Information  
Any E-mails or information for updates and changes

### **SECTION 4:**

Medical Application  
Dental Application  
401K/ Application  
Any other Benefits