

New Hire Checklist

DOCUMENT	COMPLETE
DL or State Issued ID	
Social Security Card or Passport	
Emergency Contact	
Employee Agreement	
Background Check Authorization	
W-4	
A-4	
I-9	
Payroll Forms	
Deductions Authorization	
Direct Deposit Authorization	
Voided Check/Bank Auth	
OSHA	
Cultural Sensitivity	
HIPAA	
Offer Letter Returned	