

New Employee Information

First Name	
Middle Name	
Last Name	
Gender	
Date of Birth	
Social Security #	
Complete Address	
Marital Status	
No of dependents under 17	
No of dependents over 17	
Do you want direct deposit if yes then need copy of voided check	

Keep below documents for your records

Form I-9	completed and signed
Form W-4	completed and signed
Copy of Driver License	clear readable copy
Copy of social security card	clear readable copy
Copy of his/her immigration status document	clear readable copy