

New Employee Information

First Name	None
Middle Name	None
Gender	None
Date Of Birth	None
Social Security #	None
Complete Address	None
Marital Status	None
Number of Dependents Under 17	None
Number of Dependents Over 17	None
Do you want direct deposit if yes then need copy of voided check	Yes

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