

## NEW HIRE CHECKLIST

This checklist helps you assemble all the employee information you need

### For all employees:

- **Basic demographic and employment information.**
- **Hire date; dates for Forms I-9 and W-4.**
- **Federal and state tax information** (filing status, exemptions, additional withholding).
- **Deductions.**
- **Federal and state New Hire Reporting forms** must be filed.

### For certain employees:

- **Direct Deposit Authorization Form.**
- **Departments** and percentage of time worked for each.
- **Overtime rates** for hourly employees.
- **Pay schedule** if company pays standard payrolls on multiple schedules.
- **Advance EIC:** date Form W-5 was filed.
- **Child Support** information if paying electronically.
- **Miscellaneous.** Is the employee:
  - statutory
  - seasonal
  - covered by pension plan
  - exempt from FUTA, SUTA, FICA, social security, and/or workers' compensation.