

New Hire Paperwork Checklist

Please familiarize yourself with the contents of this e-offer packet and complete and send the forms back, as indicated.

Please fax or e-mail the following forms to Human Resources *upon receipt*.

Signed Offer Letter	<input type="checkbox"/>
Signed Job Description	<input type="checkbox"/>
Background Screening Request Form (Inquiries, Inc.)	<input type="checkbox"/>
Emergency Contact and Change of Address Form	<input type="checkbox"/>
Form W-4	<input type="checkbox"/>
Form I-9	<input type="checkbox"/>

The following remaining forms will be sent to you upon hire and will need to be returned in 30 days.

Business Card Order Form	<input type="checkbox"/>
Employee Handbook Receipt Acknowledgement Form	<input type="checkbox"/>
Health Plan Application or Waiver Form	<input type="checkbox"/>
Life/AD&D Beneficiary Form	<input type="checkbox"/>
Flexible Spending Account Enrollment or Waiver Form	<input type="checkbox"/>
Long Term Care Enrollment Form	<input type="checkbox"/>
