**NEW HIRE CHECKLIST**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* New Employee Information Form
* Employment Verification Form (Form I-9)
* Federal W-4 Tax Withholding Form
* State Tax Withholding Form (if applicable)
* Handbook Acknowledgement Form
* Non-Disclosure, Non-Competition, Non-Solicitation and Confidentiality Agreement (if applicable)
* Direct Deposit Authorization Form
* Signed Offer Letter
* Building/Office Access key Acknowledgment of Receipt
* Benefits Enrollment Forms or Waivers
* Maryland New Hire Verification