

# EMPLOYEE FILE

(ATTACH FORMS HERE)

EMPLOYEE NAME \_\_\_\_\_ CALENDAR YEAR \_\_\_\_\_

SECOND REQUEST DATE

_____	W-4 (should be requested annually)	_____
_____	I-9 (only necessary on hire date)	_____
_____	COPY OF DRIVER'S LICENSE (should be requested annually)	_____
_____	COPY OF SOCIAL SECURITY CARD (only necessary on hire date)	_____
_____	COPY OF BIRTH CERTIFICATE (only necessary on hire date)	_____

(IF NEEDED):

_____	STATE WITHHOLDING FORM	_____
_____	STATE EMPLOYMENT (NEW HIRE)	_____
_____	STATE INJURED WORKER INSURANCE FUND	_____

(IF NEEDED):

_____	CITY/LOCAL FORMS	_____
_____	COUNTY FORM	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Handbook provided to the employee on: \_\_\_\_\_ Date \_\_\_\_\_