Employee Paperwork Instructions

Hello!

Thanks for your interest in Acme Electric LLC. Forms you will need for employment are available for download on our website under “Join Our Team”

For employment, you will need the following forms filled out:

(Be sure to save your work on your phone, tablet or computer)

[ ] Federal W-4 withholding form. This form is also available at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

[ ] Federal I-9. verification, This form is also available at: <https://www.uscis.gov/i-9>

[ ] Employee information form (fillable template)

[ ] Company policy: This is available as an electronically fillable document (docx) or as a pdf that may be printed out and completed with a pen. Each page must be initialed to signify you have read and understand it. Sign and date the last page.

[ ] Skills and tools checklist

There is a timesheet that may be downloaded and printed if you are not yet able to use electronic timesheets.

Electronically completed forms may be emailed to Acme Electric LLC. Call for email address to 228 497 9600

Printed forms filled out with a pen may be mailed to:

Acme Electric, LLC

1111 Hwy 90

Gautier, MS 39553

We are glad you are joining our team. We are ACME!

A Accountable for our work and use of resources

C Correct work is done at the jobsite

M Manage your time, materials and other resources to minimize costs

E Excellence in everything we do