



New Employee Form Checklist

Each new employee should have the following forms completed, call or email with any questions you may have while completing forms

- New Employee Form
- Federal Form W-4 – lets me know how much to withhold from paycheck, please see instructions on form as the format has changed
- State Form W-4 – Oregon is on my website but let me know if you are not located in Oregon, the Federal Form will not replace the Oregon Form W-4
- Federal Form I-9 – For your records, please have employee complete Section 1 and employer complete Section 2
- Direct Deposit Authorization Form – Please also have employee attach a copy of a voided check. If employee is receiving paper checks, you do not need to complete this form.