

New Hire Checklist

Company Name _____

Employee's Full Name _____

Job Title _____

Rate of Pay _____

Hire Date _____

Hourly OR Salary (Circle One)

Please verify below that ALL required documents are collected and delivered to Sum of the Digits to guarantee timely and accurate payroll processing.

- MD New Hire Registry Form
- W-4
- MW507
- WV IT104 Form (if applicable)
- I-9
- Copy of ID's
- Direct Deposit Authorization from Bank

Payroll Deductions

Health Insurance _____

Life Insurance _____

401(k) or IRA _____

Child Support _____

Wage Garnishments _____

Meals/Uniforms _____

Miscellaneous _____
