



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