



## Ignite HR Solutions' Simple Guide to New Hire Paperwork

### 1. Form W4

This form determines how many deductions an employee wants taken from their paycheck. When you enter the new hire into your payroll system, there will be a space to enter their “exemptions” or “deductions.” Enter the number they report into this area of your payroll. As an employer, you should NOT give advice on how many deductions an employee should take. This is considered tax advice and, unless you’re a CPA, should be avoided by employers. You can, however, let employees know this general rule: *the more allowances you claim, the less federal income tax your employer will withhold from your paycheck (the bigger your take home pay). The fewer allowances you claim, the more federal income tax your employer will withhold from your paycheck (the smaller your take home pay).*

### 2. State Withholding Forms

Not all states issue a separate withholding form from the Federal W4. Completion of a state withholding form is optional for a new hire. If it is not completed, the federal exemptions will be used for the state.

### 3. Form I9

The I9 Form is the form used to verify a new hire’s right to work in the United States. The Employee fills out the first page, and the employer fills out the second page. The employee needs to bring some forms of ID with them, so you can see the original document(s) and can complete the second page. The employee may bring any of the forms of ID listed on page 9 of the pdf. The most commonly used documents are either a passport or a driver’s license AND a social security card. **Employers may not dictate which forms of ID the employee chooses to provide.** The important thing to note is that if the employee brings in any of the documents listed in list A on page 9, that is the only document they need to bring in. If they don’t have a document listed in list A, they need to bring in one item from list B **AND** one item from list C. When they bring these documents in, your responsibility as an employer is to hold the original document in your hand to confirm that it feels real. *Ignite HR Solutions recommends **against** making and keeping photo copies of each employee’s ID.*

In Section two of the document, the employer needs to enter the information from each of the documents supplied by the employee in the corresponding list. (A, B, or C.) The employer then signs the form and enters the company address. Be sure to list the employee’s first day of work above your signature. This is important because **this form must be completed no later than their first day of employment.** You may ask an employee to complete this form before they begin working, but only AFTER they have signed an offer letter. This form should never be used before a new hire has officially accepted a position.

***I9 Forms should NOT be kept in the employee's file.*** You should maintain a separate binder, kept in a locked cabinet to ensure privacy. Ignite HR recommends you keep them in the binder alphabetized by last name. They must be kept on file for three years after the date of hire, or one year after the date employment ends, whichever is later.

You can also process I9 forms online if you qualify for the eVerify program. You can find more information at [www.e-verify.gov](http://www.e-verify.gov).

**4. Employment Application**

You may wonder why an employment application is required when you probably already have a resume for a new hire. An application form requires more logistical specifics than a resume often does, and is used to be sure a potential employee is over the required age for the position. It also asks if the employee has the right to work in the US. Although employers may not confirm that right until after they have made an offer, it's helpful to know ahead of time if the potential new hire would need visa sponsorship, for example. This question should never be used to discriminate against a candidate! Several states have "banned the box" on employment applications, meaning an employer cannot ask on an application if an applicant has a criminal record. Be sure you are using an application form that is compliant in your state/city.

**5. New Hire Form**

The new hire form requests the pertinent information you will need in order to enter the employee into your payroll system. By requiring the employee to write it down themselves, you put the onus on them to give you correct information. Many payroll companies also provide online onboarding, where employees can enter this information directly into the system. It is not necessary to maintain a paper copy of this information as well, if the employee enters the information directly.

**6. Direct Deposit**

This form authorizes you and your payroll service provider to deposit an employee's paycheck directly into their account(s). Again, if the employee enters this information directly into a payroll system, there's no need to keep or complete a paper copy!

**7. Key Employer Contacts**

A form such as this is required in some states, but it's a good idea to supply all employees in all states with the information, just in case. You will need to customize this form for each employee, and be sure they have a copy to keep as well. A signed form should be kept in their employee file. In California, this is known as the AB469 Notice.

**8. Other Employer Forms**

This is the time to have new hires complete all the forms they

All of these forms except the I9 should be kept in the employee's personnel file, plus their resume, any notes on reference checks you performed, and any background check results.