



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