

EMPLOYEE PACKET CHECKLIST

New Employee Data Page

I 9 Verification Form (plus copy of DL or Birth Certificate)

Copy of Social Security Card

Federal W-4

KS - K-4

MO- mo W-4

New Health Ins Marketplace Option Page (employee keeps original and we keep a copy of the signed page)

Advanced Ins Enrollment Form

IMPG Group Health Insurance Enrollment Form (even they choose not to take it we need the form that shows they are waiving coverage signed and dated.)

Group Insurance Health Ins Waiver Form

Signed Handbook Page (make sure you give each new employee a printed copy of the employee handbook)

401 K Enrollment form to new employee

Signed copy of the 401 K signature page

Email amount of wage and job category and approx hours per week

PAPERWORK TO BE FAXED TO HOME OFFICE BEFORE A PAYROLL CHECK CAN BE WRITTEN. IT SHOULD BE COMPLETED ON OR BEFORE THE DAY THE NEW EMPLOYEE BEGINS WORK.