

RPM ASSOCIATES, INC.
Employment Forms
Check Off Sheet

Employee & No:		Emp No:
Superintendent:		

Received or Reviewed	Need To Get or Do	Forms	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Application	
<input type="checkbox"/>	<input type="checkbox"/>	Information Sheet	To be completed by Superintendent
<input type="checkbox"/>	<input type="checkbox"/>	W-4 for Current Year	
<input type="checkbox"/>	<input type="checkbox"/>	I-9 - Employment Eligibility Verification	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of Identification	Same as indicated on the form I-9
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgment Of Receipt Of The Safety Policy And the Employee Handbook	
<input type="checkbox"/>	<input type="checkbox"/>	Health Exchange Notice & Acknowledgement of Receipt of Health Exchange Notice	
<input type="checkbox"/>	<input type="checkbox"/>	Electronic W2 Consent Form	
<input type="checkbox"/>	<input type="checkbox"/>	Authorization Agreement for Direct Deposit (GET A VALID EMAIL ADDRESS FOR CHECK STUBS)	Must have document with routing and account#
<input type="checkbox"/>	<input type="checkbox"/>	Termination Notice	

Superintendent Comments:

**Once ALL New Hire paperwork is completed correctly, email to Kandy at the Home Office.
 We must E-Verify EVERY new employee immediately upon hiring!
 SEND ALL ORIGINALS TO THE HOME OFFICE.**

PLEASE MAKE SURE ALL FORMS ARE COMPLETED & LEGIBLE