NEW EMPLOYEE PROCESSING CHECKLIST FOR PAYROLL

New Employee Name:

SSN:

Date of Hire:

Payroll Documents

Payroll Documents for Submission	Check if submitted today
1.) Direct Deposit Sign-up (SF 1199A)	
2.) Change of Address	
3.) State Tax Form (MD, DC, VA, WV, PA etc)	
4.) Federal Tax Form (W-4)	