**Checklist for Employee File**

* Application
* W4 Form <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
* NYS Withholding Form <http://www.tax.ny.gov/pdf/current_forms/wt/it2104_fill_in.pdf>
* I9 <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
* Signed Offer Letter
* Emergency Contact Form
* Employee Benefits Signup
* Employee Handbook Signature
* New Hire Check Sheet