



## New Hire checklist

- **Application**

Each new employee must complete a job application form, even if this person has already submitted a resume for the job. The job application form contains information about the new employee that can be verified, like previous employers and education. It also includes several statements the applicant must sign. One statement attests that the information on the application is true and correct, while other statements allow the employer to conduct reference checks and background checks.
  
- **Employee Authorization to release records**

This information is required for New Hire purposes.
  
- **W4**

All new hires must complete Form W-4 before receiving their first paycheck. This form includes information on marital status, number of dependents, and designated additional withholding amounts.
  
- **W9**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
  
- **Arizona Form A-4 (Arizona Applicants Only)**

Arizona Revised Statutes (ARS) §43-401 requires you as employer to withhold Arizona income tax from your compensation paid for services performed in Arizona for application toward your Arizona income tax liability. Arizona withholding is a percentage of the amount of federal income tax withheld. Complete this form to elect an Arizona withholding percentage.
  
- **I-9**

Form [I-9](#), Employment Eligibility Verification, must be completed by each new hire. The new employee must also provide a proof of eligibility, such as a birth certificate or "green card." Please see page 2 for list of Acceptable documents.
  
- **Contract**

Once we received all of the documents above you will be given your contract relationship agreement (please read and sign page 8,9,10 &12)
  
- **NMLS Sponsorship/Company Relationship**

contact NMLS directly at 240-386-4444 to help you create a company relationship/sponsorship once this is done please notify Human Resources.
  
- **BRE (formally known as DRE)**

Contact the BRE (formally known as DRE) to move your license over. There is a form you will have to fill out called RE 214 <http://www.dre.ca.gov/files/pdf/forms/re214.pdf> this can be done online as well. Licensees can perform the following transactions using the **eLicensing** system at [www.bre.ca.gov](http://www.bre.ca.gov).

I, \_\_\_\_\_, have received, reviewed, and signed where applicable the documents listed above.  
(Please print)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_