

HIRING FORMS REQUIRED BY LAW

1. Form I-9 can be found at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
2. Form W-2 can be found at <https://www.irs.gov/uac/about-form-w2>
3. Earned Income Tax Form (also known as Local Tax Form)
4. If you offer health benefits; then you must provide a [Model General COBRA Notice](#) upon hire to the employee upon hire as well as their dependents. Then again upon a qualifying event.
5. Family Medical Leave Information – upon hire, if 50 or more employees.
6. PA Worker's Comp Rights & Duties Acknowledgement

OTHER FORMS:

Annual Attendance Record
Direct Deposit Form
Emergency Contact Form
Employee Record
Make Up Time Form
New Hire Reporting

Overtime Approval Form
Payroll Change Form
Personnel File Audit
Photo Release Agreement
Reference Release Authorization
Return of Company Equipment