



# MCFI Fiscal Agent

## Checklist and Packet of Forms for Employees

### Start-Up Forms for Employees

- Employee New Hire/Status Change, signed by Employer  
(Note: This form is also used for changes.)
- I-9 Eligibility Form, signed by Employer
- W-4
- Copy of Social Security card
- Background Check Information and Release
- Background Information Disclosure
- Direct Deposit with voided check (optional)
- Employer & Employee Agreement, signed by Employer (optional)

### Payment Forms

\*All forms must be signed by Employer.

- Employee Timesheet, signed by Employer and employee