



Financial Services Agency

Checklist and Packet of Forms for Employees

Start-Up Forms for Employees

- Medicaid Provider Agreement form, signed by Participant
- Employee New Hire Form, signed by Participant
- I-9 Eligibility Form, signed by Participant
- 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 Participant (optional)

Payment Forms

*All forms must be signed by Participant.

- Employee Timesheet, signed by Participant and employee
- Mileage Log, signed by Participant and employee
- Expense Report, signed by Participant and employee
-Includes copy of Payroll & Payment Schedule

