FORM FRENZY

EMERGENCY CONTACT

Consider a trusted adult, caregiver, or friend and make sure you have their information with you on your first day.

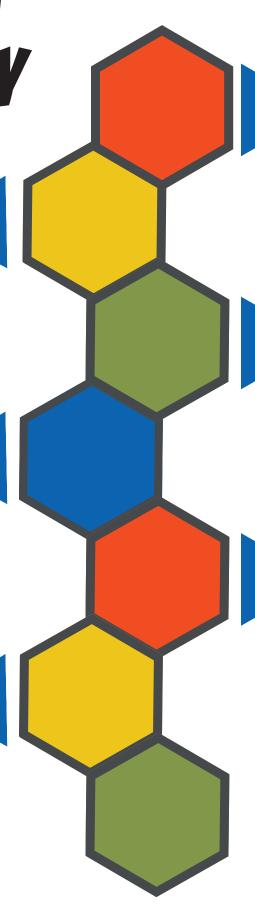
EMPLOYEE HANDBOOK

Employers create

Handbooks because they want everyone to know the rules. You might be asked to sign a form saying you read and agree to follow the rules.

EMPLOYEE BENEFITS

Your employee benefits will be different at every job.
Common benefits are health insurance, dental insurance or paid time off.
All of these will require forms.



W-4 FORM

A W-4 form is completed whenever you start a new job. It tells the government how much money they should take for taxes.

IRS WEBSITE

DIRECT DEPOSIT

Most employers prefer to directly deposit your paycheck into your bank account. You will need a bank account and a blank check to fill out this form.

I-9 FORM

The Employment Verification form shows you are eligible to work. You will need to have one or two forms of ID: drivers license, state ID, birth certificate or social security card are a few options.

USCIS WEBSITE

