



## NEW HIRE EMPLOYEE CHECKLIST

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Please complete the following steps:

Visit - <https://burgawnc.gov/468/New-Employees>

### Step 1

- Employee Information Sheet
- Authorization for the Town of Burgaw to Conduct a Criminal Background
- Authority for Release of Information
- Alcohol/Drug Screening Consent Form
- Copy/Picture of Driver's License and Social Security Card (or other acceptable identification)

### Step 2

- Federal Employment Verification Form (I-9)
- NC Tax Withholding Form
- Federal Tax Withholding Form
- Direct Deposit Form
- Metlife Beneficiary Designation Form
- NC Plans Enrollment
- Personnel Policy Acknowledgement Statement
- ID Card Request Form
- COVID Relief Policy Acknowledgement Statement
  
- Review Insurance Policies for enrolment at a later date.