

SAMPLE LIST FOR PARISH USE

FORMS THAT NEED TO BE COMPLETED AND SUBMITTED FOR A NEW EMPLOYEE

- W-4
- I-9: Request copy of social security card and driver's license for verification
- Health/Dental/Life Insurance Application (For full-time employees.)
****NOTE: Need to Either Sign Up for the Insurance or Waive Insurance**
- Section 125 Flexible Spending Enrollment Form (If Applicable)
- Mutual of America 403(b) Thrift Plan Enrollment and Election Form
- Wisconsin Criminal History Record Request Form
- Confidential Employee and Volunteer Questionnaire
- Wisconsin Department of Workforce Development New Hire Reporting

EMPLOYEE

DATE