

FA EMPLOYER AGENT PROGRAM

Check List for New Employees

- Employee Application
- Background Information Disclosure
Please complete and sign as FA will conduct a background check on all new employees.
- Employee Questionnaire
- Immigration & Naturalization Service – Form I-9
See Form I-9 Instruction Sheet.
- Federal Tax Withholding Form (W- 4)
- State Tax Withholding Form (WT- 4)
- Earned Income Credit Advance Payment Certificate – Form W-5
Instructions for completion
- Direct Deposit Form
- Timesheet (to be retained by employer until end of pay period then submitted to FA for processing)
- Travel Reimbursement Form
- Copy of Driver's License and Proof of Insurance for vehicle used.
This would be necessary only if the job the employee was performing required the employee to drive as part of the job duties.
- Home Care Worker Notice

Instructions for Completing New Employee Forms

Please print when completing all forms.

Employee Application:

Complete all sections of the application that apply to you. In cases that do not apply to your position, please leave blank.

Background Information Data:

Complete form according to the instructions on the form.

Employee Questionnaire:

Complete all sections of the questionnaire that apply to you. In cases that do apply to your personal situation, please leave blank.

Immigration & Naturalization Service – Form I-9:

Complete only Section 1. If married, Female applicants must include their maiden name if applicable. Check the box that best describes your eligibility for employment. Please sign on the Employee Signature line, do not print.

Your employer (either the consumer, guardian, broker or a supervisor) will need to see the original documents and complete Section 2 of the form to verify your eligibility for employment. Copies of these documents should be made and attached to the completed form.

Federal Tax Withholding Form (W – 4):

The personal allowances worksheet is a guide for individuals that do not know the number of exemptions that should be claimed. If you know your withholding status the worksheet can be left blank.

Complete line numbers 1 through 7. Some lines may be left blank if they do not apply. Please sign the form on the Employee's Signature line.

