

Jose's Tax Service

New Hire Onboarding Checklist

Ensure each step is complete before Day 1

- ☐ Offer letter signed
- ☐ W-4 form completed
- ☐ I-9 form and ID documents provided
- ☐ Direct deposit form submitted
- ☐ Employee handbook acknowledged
- ☐ Entered into payroll system
- ☐ Initial training completed

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