

When you hire a new employee, you should collect all of the forms listed below and complete them per the instructions.

IMPORTANT: If the employee is working in a state *other than Colorado*, contact Easytrack Payroll. There could be additional forms required in that state and/or locality.

NEW HIRE FORMS TO COMPLETE:

1. [W-4 Form](#)

- a. Employee to complete
- b. Store in employee's HR file for your records

* Note – if the employee wishes to have different withholding for Colorado than Federal, they will need to complete a separate W-4, write "Colorado" across the top, and complete the Form indicating how they want taxes withheld for Colorado.

2. [I-9](#)

- a. Employee to complete 1st page
- b. Employer to complete 2nd page
- c. Get photocopies of ID(s) that are used. This is *optional*, but recommended
- d. Store in your HR file for your records

3. [Direct Deposit Enrollment Form](#)

- a. Employee to complete if they want direct deposit
- b. Have employee attach voided check to verify the correct routing and bank account numbers (If no voided check, have employee get a direct deposit form from their bank.)
- c. Store in employee's HR file for your records

4. [Emergency Contact Form](#)

- a. Employee to complete
- b. Store in employee's HR file for your records

5. [CO Pregnant Workers Fairness Act Notice](#)

- a. Provide to employee
- b. Employee to sign 2nd page and return to employer
- c. Store in employee's HR file for your records

6. [Health Insurance Coverage Notice](#)

- a. If you are NOT providing health insurance, you would need to provide the notice saying so
 - i. Download [this Health Insurance Coverage Notice](#)
 - ii. Complete the 2nd page and provide to employee

- b. If you ARE providing health insurance
 - i. Download [this Health Insurance Coverage Notice](#)
 - ii. Complete the 2nd page
 - iii. Complete 3rd page – If you need help, contact your broker
 - iv. Provide to employee
 - *Note:* Even if the particular employee is not eligible for health insurance coverage under the plan, you need to provide this notice to them. It describes the details of your plan, and if/when they may become eligible to participate in the future.