

Checklist for Hiring Forms to be Submitted

Signed application

Letter offering the position with starting date, position title and salary

Letter from applicant accepting position with same info as above

W-4, Federal Tax Withholding Form

K-4, Kentucky Tax Withholding Form

Drug-Free Form

Copy of newspaper ad announcing position (full-time position)

Local City Tax Form

I-9

Copies of documentation used for I-9; driver's license, Social Security card, etc.

Race-Ethnicity Disclosure form

Direct Deposit slip with voided, pre-printed check (mandatory)

MVR Form

Hiring Report Form

ALL FORMS REQUIRE ORIGINAL SIGNATURES

Enrollment forms for benefits, i.e., medical, dental, vision. Employee has 30 days to enroll. Can submit forms within 30 day period.

Retirement information will be mailed directly from UK.