

5 Forms Required

— For Every New Hire

An employee's first day is usually a whirlwind of activity. But it's essential to set aside time to complete the forms that are required by federal and state law. Here are five that should be on your radar:

1 Notice of Coverage Options

Under the Affordable Care Act (ACA), employers must provide a Notice of Coverage Options to all new hires. This informs employees of the availability of the Health Insurance Marketplace created in accordance with the ACA.



2 Form I-9

Employers must complete a Form I-9 (Employment Eligibility Verification) for each newly-hired employee, which is used to confirm that the employee is authorized to work in the United States. Employers must complete Section 1 of the form by the end of the employee's first day of work and must complete Section 2 within three business days.



3 New Hire Reporting

Federal law requires that employers must report new hires to their state, generally within 20 days of the employee's start date. However, some states have shorter timeframes.



4 Form W-4

All new employees must complete a federal Form W-4, Employee's Withholding Allowance Certificate. This instructs the employer the amount of federal income tax to withhold from the employee's pay. Some states also require an income tax withholding form.



5 State-Required Forms

Many states require employers to provide specific notices to new employees. Some states require state-specific forms so be sure to review your state's laws. Proactively and periodically review your hiring practices to ensure that new hire paperwork is completed to comply with all applicable laws. In addition, it's a best practice to document when and how these notices were provided to the employee and retain a copy.



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