



NEW HIRE EMPLOYMENT FORMS

Please follow the notes indicated for each form. Fill out all forms completely to avoid errors and/or delays.
Please bring the completed forms to orientation.

- 1. Payroll Data Form**
- 2. Emergency Contact Form**
- 3. Voluntary Self- Identification of Disability**
- 4. Self- Identification-Protected Veterans**
- 5. W-4 Federal Tax Form** (*Tax forms with cross outs or white out will not be accepted.*)
- 6. IT-2104 NYS Tax Form** (*Tax forms with cross outs or white out will not be accepted.*)
- 7. I-9 Employment Eligibility Form** (*Complete the front page only, down to signature and date. Review the list of acceptable documents and bring to orientation either one item from List A or one item from B and C. Documents must be original – no copies will be accepted.*)
- 8. Direct deposit form** (*Attach a void check or letter from your bank with your routing and account number.*)
- 9. Conflict of Interest and Commitment Policy** (*Complete and return the last page only. Please write out “none” on #2, if you have no disclosures*)
- 10. Harassment Policy** (*Complete and return the last page only.*)
- 11. Confidentiality Agreement and Security Policy** (*Complete and return the last page only.*)