

In order to properly enter new hire information into our system for all human resources services, Erigo requires all new co-employees to complete a number of important documents. The orientation packet includes a New Hire Form, Background Disclosure Acknowledgement, Employment Application, I-9 Form, W-4 Federal Withholding Form, and Kentucky Department of Revenue or Ohio Withholding Certificate. **IMPORTANT: The Background Disclosure Acknowledgment must be signed and returned to Erigo immediately for processing, if applicable!** Federal and State law requires that we receive all verification and tax documents no-later than three days after the date of hire, although we strive to have these completed during the employees first day. In addition, we require each new employee to sign and return an Employee Acknowledgment form. Please note that incomplete or missing documents can result in termination of employment or a delay in receiving the employee's first paycheck.

Listed below is a checklist of all the forms that need to be completed at the time of hire, along with instructions for each. In order to complete this process, all required information must be supplied on each form.

- New Hire Form (Employer)**
- Background Disclosure Acknowledgment (if required) (Employee)**  
Must be returned to Erigo immediately, no later than 7 days before start date.
- Employment Application (Employee)**  
Complete all sections.
- U.S. Department of Justice Form I-9 (Employee and Employer)**  
The supervisor should have all new hires furnish proof of identity and legal work authorization to be considered for employment in the U.S. After the employee has completed section 1, the supervisor should complete section two, acknowledging that they have verified these records.
- Attached Document Copies For I-9 Verification (Employer)**  
Refer to documents needed in list A or lists B and C.
- Form W-4 and State Withholding Certificate (Employee)**  
Be sure to record the correct number of dependents you are legally able to claim. The worksheet on the back may be helpful.
- Direct Deposit (Employee)**  
Available for all financial institutions that use the NACHA. Please attach a copy of a voided check to the form for direct deposit to checking accounts.
- Benefits Summary Packet (Employee)**
- Employee Acknowledgment (Employee)**

Please mail, fax, or email completed packet to:

Erigo Employer Solutions  
211 Grandview Drive, Ste. 206  
Ft. Mitchell, KY 41017  
Fax: 859-993-0353  
info@erigoes.com