

**Works for Me  
Employee Documents Checklist  
New Employees May Not Begin Working Until ALL Documents are  
Submitted and Reviewed by WFM Staff)**

<u>Form</u>	<u>Date Completed</u>	<u>Notes</u>
Employment Application		
Copy of Social Security Card		
Copy of Photo ID		
BCI		
Employee Emergency Notification Form		
Statement of Confidentiality		
Financial Policy		
Form I-9 (signed by employer & employee)		
W-4		
DMV check (go to <a href="http://www.ri.gov/DMV/mvr/citizen/">www.ri.gov/DMV/mvr/citizen/</a> )		
Proof of Auto Insurance/Vehicle Inspection		
Direct Deposit Form		
Reference forms (2)		
Sign off for Reporting Requirements		
Beneficiary Form		