

## **Checklist of Hiring Forms to Submit** (Bi-Weekly County Paid Employees)

All forms required original signatures

- Signed Application
- Offering Letter – including start date, position title & salary
- Acceptance Letter – including start date, position title & salary
- W-4, Federal Withholding
- K-4, Kentucky Withholding
- Drug-Free form
- Local City Tax form
- I-9 form
- Documentation used for I-9 (driver's license, social security card, etc.)
- Race-Ethnicity Disclosure form
- Direct Deposit (Mandatory) form & voided check
- Hiring Report form
- MVR form w/copy of driver's license
- P-16/Personnel Action form

Benefit enrollment forms (medical, dental, vision, etc.) must be submitted to the address on the form(s) within their first 30 days of employment.

Retirement information will be mailed directly from UK to the employee.