

**Summary of Employment Paperwork**

These are the forms that we will need back and the specifics of the pages.

1. Voluntary Self-Identification of Race, Ethnicity and Gender
   1. All pages
2. Employee Emergency Contact Form
   1. All pages
3. Job Description
   1. Signed last page
4. Offer Letter
   1. All pages
5. I-9
   1. Filled out page one
6. Direct Deposit form
   1. Entire page needs to be filled out
7. W-4 Form
   1. Page one needed
8. State Tax Form (If applicable)
   1. We have provided you with the stated that you live in. If you would like a different state please inform us and we will provide you with your request.