

EMPLOYER

INSTRUCTIONS

FOR FORMS THAT MUST BE FILLED OUT FOR EVERY NEW EMPLOYEE

To be filled out by **EMPLOYEE**:

- 1.** W-4 – This tells us how many exemptions to use for Federal Withholding.
- 2.** VA-4 – This tells us how many exemptions to use for Virginia withholding.
- 3.** I-9 – This is required by the department of Homeland Security to prove that the employee is eligible for employment in the United States. (NOTE: Employee only fills out Section 1)
- 4.** Authorization for Direct Deposit – If the employee is going to use Direct Deposit, which we recommend, they must also fill out this form.

To be filled out by **EMPLOYER**:

- 1.** I-9 – Fill out Section 2 AFTER employee has filled out Section 1. IMPORTANT: You MUST review the approved ID or ID's furnished by the employee. It is recommended that you make a good quality copy to keep in the business records.
- 2.** Employee Information Sheet – This form provides us with information necessary to create the payroll. For example, it tells us how much you wish to pay the employee and how often and on what basis (salary, wage, commission, etc.)