

W-2 Payroll Checklist

Please utilize the following checklist to ensure that all of the W-2 Enrollment Paperwork is complete.

- On-Line Systems Employment Application
- Federal W-4 Form
- Connecticut (or other State) W-4 Form
- Employment Eligibility Verification Form / I-9 Form
- Copy of Identification from List A, or List B and C, as required in Acceptable documents to support the I-9 Form.
- ADP Direct Deposit Form
- Copy of a Voided Check for Direct Deposit Form
- Payroll Calendar (print and keep for reference)
- Payment Policy (print and review)