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Memorandum

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To: New Hire  
From: Payroll Department  
Re: New Hire Packet

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Congratulations on your new employment with Encore Mechanical. There are several forms that are required prior to receiving your first paycheck. Please read carefully, complete all required forms and submit as soon as possible. Copies of each form can be found on our website and can be submitted online, or for copies contact the office.

- 1.) **W-4 Form** – This form is required for employment and a check cannot be released without this form on file.
- 2.) **I-9 Form** – This form required for employment and a check cannot be released without this form on file and the required identification.
- 3.) **Code of safe practices** – Required upon employment. Please read, sign and return.
- 4.) **Health Insurance Application** – You are not required to accept health insurance, however, you are required to make a selection on this form and return. There is a section that says you wish to waive insurance, so if you do not choose to accept the insurance, check the appropriate box, sign and return. This form is required to be submitted as soon as possible upon hire.

If you have any questions about any of these forms, please let us know

*Thank you.*

Amanda Shipley – Austin area payroll, service department

Courtney Lee – San Antonio, Dallas/Ft. Worth, Houston, Louisiana, Colorado, New Mexico, Arizona and Oklahoma