



Memorandum

To: New Hires

From: Therese Malfer, Human Resources

RE: New Hire Packet

Congratulations on your new employment with Encore Mechanical. There are several forms attached that we require before your employment begins, so please read carefully, complete the required forms, and submit to either me or Amanda prior to the first payroll period.

1. W-4 form - This form is required by the IRS, so please complete in its entirety, sign, and return prior to your first payroll period.
2. I-9 form - This is a form required by the Immigration and Naturalization Department, so please complete in its entirety, sign, and return prior to your first payroll period. In addition to this form, we must have 2 forms of identification.
3. Code of Safe Practices - Required upon employment. Read, sign, date, & return.
4. Health Insurance application - This is our health insurance program we offer. You are not required to accept the insurance, but regardless of whether you accept the insurance program or not, you are **required to complete this form, sign, and return it to myself within your first week of employment**. Read through the application carefully, make sure to answer all the questions appropriately. An incomplete application is not acceptable and will be returned. I have included the employee cost for the health insurance program below for your information: *Contact HR for price information and coverage options at*
5. Direct Deposit form - *this is optional* - If you would like to participate in our direct deposit program rather than receive a paper check, please fill out this form and return it to either myself, Courtney, or Amanda.

If you have any questions about any of these forms, please do not hesitate to ask myself, Amanda, or Courtney. We are happy to help.

Thank you for your cooperation.