

Name: _____



Welcome to Insurance Recruiting Specialists!

We are thrilled to have you as part of our team.

Here is a checklist of the paperwork that we will need to get you started.

- Federal Income Tax Withholding (W-4)
- HIRE Employee Affidavit (W-11)
- State Income Tax Withholding – If applicable
- Employment Eligibility Verification (Form I-9)
- I-9 Identification (See list of acceptable forms)
- Insurance Recruiting Specialists Application (Please fill out in FULL)
- Background Authorization Form
- IRS Harassment Policy
- IRS Confidentiality Agreement
- IRS Assignment Acceptance
- IRS Ergonomic Training
- Direct Deposit/Pay Card Plus form – If applicable
- Insurance Industry Licenses, Certificates and/or Designations

****There are some Clients that require additional documentation. Please be sure to contact our Human Resources Department PRIOR to starting your assignment to find out if you will need client specific forms. Your file must be complete in order to process your payroll.****

To avoid any delays in the processing of your payroll, please use this form as your cover page and fax the packet back in its entirety to our office A.S.A.P. Our toll free fax number is 800-723-7373.

If you have any questions, please do not hesitate to contact our Human Resources Department toll free at 866-658-4IRS (4477). Thank you.