ASAP NEW EMPLOYEE SET UP

Every NEW EMPLOYEE must fill out a W4. You and they together must complete an I-9 and you should sign the Colorado Affirmation of Legal Work Status and attach to the completed I-9.

Please keep these forms in your HR files; ASAP does NOT need them.

W4: This needs to be completed for every new employee. They need to fill in the bottom half of the sheet to indicate mailing address, full name, SS#, single/married/or married filing as single in box 3 along with # of dependants in box 5. You should not give much instruction on this as you don't want to be held liable for their tax advice, etc.

I-9: This needs to be completed by every new employee and yourself. They need to fill out the first part of the form where it asks them to confirm they have legal status to work in the US. You need to fill out Part 2 where it asks for identification from these folks. Please fill in the ID paperwork it asks for and refer to the 2nd page where it spells out which paperwork is valid – driver's license, Social Security cards, passport, etc.

Colorado Affirmation of Legal Work Status: This needs to be completed by you for every new employee. You need to fill this out affirming that you have done all you can do to confirm these folks can legal work in the US. You should sign and staple to the I9 form.

ASAP requests from you for every New Employee:

New Employee Worksheets (required): Please fill this out using their W4 for reference of name, mailing address, and single/married/dependants. You need to fill in their rate of pay or rates of pay or salary amount either yearly or per pay period. If they need their 1st salary payment to be prorated from hire date, please indicate on form or timesheet. Please note department if applicable.

Authorization for Direct Deposit (optional): If these employees want direct deposit into their accounts so they don't have to run to the bank, please have them fill in the bank name, routing number, and account number that is used on their actual checks (NOT a deposit slip as sometimes these differ). Please have them SIGN the bottom of the form and photocopy or fax us a check if possible so we may confirm.

You can fax these to **970-728-6848** any time or turn in with your payroll timesheet. Please make sure you indicate your company name on the top of the forms before faxing.

All forms and others are available on our website; go to: www.businessASAP.com then click Downloads/Forms from the quick link meny on the left hand side of the web page. Or obtain them directly at: http://www.businessasap.com/accounting/payroll_tax_forms.htm

As always, feel free to call **970-728-6777** or email payroll@businessASAP.com with any questions.