

LEGAL REQUIREMENTS FOR HIRING EMPLOYEES

- IRS Form W-4 (<http://www.irs.gov/pub/irs-pdf/fw4.pdf>)
- Department of Homeland Security Form I-9
(<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>)
- Registration with State Registry for New Hires
Note: Requirements vary by state.
- Registration with State Department of Unemployment
- Workers Compensation Insurance

HIGHLY RECOMMENDED ALTHOUGH NOT LEGALLY REQUIRED

- Background Check
- Employment Application or Job Offer Letter
- Job Descriptions
- Employee manual
- Payroll Setup
Example: Quickbooks, ADP (<http://www.adp.com/>)