

# FORM FRENZY

## EMERGENCY CONTACT

Consider a trusted adult, caregiver, or friend and make sure you have their information with you on your first day.

## EMPLOYEE HANDBOOK

Employers create **Handbooks** because they want everyone to know the rules. You might be asked to sign a form saying you read and agree to follow the rules.

## EMPLOYEE BENEFITS

Your employee benefits will be different at every job. Common benefits are health insurance, dental insurance or paid time off. All of these will require forms.

## W-4 FORM

A W-4 form is completed whenever you start a new job. It tells the government how much money they should take for taxes.

[IRS WEBSITE](https://www.irs.gov)

## DIRECT DEPOSIT

Most employers prefer to directly deposit your paycheck into your bank account. You will need a bank account and a blank check to fill out this form.

## I-9 FORM

The Employment Verification form shows you are eligible to work. You will need to have one or two forms of ID: drivers license, state ID, birth certificate or social security card are a few options.

[USCIS WEBSITE](https://www.uscis.gov)

