



City of Newport Beach  
Human Resources Department

Below are instructions to use as a guide for completing your new hire paperwork.

- ✓ Complete **Forms 1 - 9** and save your forms by adding your LastName\_FirstName\_Form# (ex: Smith\_Alex\_Form1). **Leave all signature/date fields blank**, you will sign these fields in person when you come in for your appointment.

**1. New Hire Information**

- Complete all fields. Indicate “N/A” if a field does not apply to you.

**2. W-4 Form**

- Complete Steps 1 and 5. Only complete Steps 2 - 4 if they apply to you.

**3. I-9 Form**

- Complete Section 1 only (see page 4 of the I-9 Form for acceptable documents to bring to your appointment. **You must bring the original document, copies will not be accepted**).

**4. Oath of Allegiance**

- Type your name in the first line. The remainder of this form will be completed at your appointment.

**5. Direct Deposit**

- Complete all fields and mark the Checking or Savings box. Leave “EE#” blank. **Bring a voided check or savings deposit form with you to your appointment.** (The name, routing and accounting numbers on the form should match the voided check or direct deposit form you bring).

**6. DMV Pull Authorization**

- Type your name and your driver’s license number at the top. If you do not have a driver’s license indicate “N/A”. Leave the second half of the page blank.

**7. ID Card Policy**

- Type your name. Leave “Employee #” blank.

**8. CalPERS Reciprocal Self-Certification**

- Complete page 3 section 1. Type N/A for a CalPERS ID if not applicable. Complete section 2 only if applicable. Remaining pages are for your reference only.

**9. California DE- 4**

**10. Optional Form (if applicable): CalPERS Military Service Credit**