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**