



Re-Hire Employee Checklist

The Re-Hire Employee Packet can be completed by the Managing Party for any employee who has been inactive or terminated for less than one year. All employees who have been inactive or terminated for more than one year must complete a New Hire Employee Packet

Employee Name: _____

Address: _____

Primary Telephone #: _____ Secondary Telephone #: _____

E-mail Address: _____



Managing Party Name: _____

Client Name: _____

The Managing Party should date and initial each item as it is completed.

- | | Date | Initial | |
|----|-------------|----------------|----------------------------|
| 1. | _____ | _____ | Re-Hire Employee Checklist |
| 2. | _____ | _____ | W-4 Form |
| 3. | _____ | _____ | Employment Agreement |
| 4. | _____ | _____ | Direct Deposit |

Managing Party's e-mail address to be contacted regarding questions and updates of re-hire status for this employee:

(Managing Party Signature) (Date)

(Employee) (Date)