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## NEW EMPLOYEE PACKET

Name \_\_\_\_\_

Hire Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

Hourly Rate \_\_\_\_\_ or Salary Amount \_\_\_\_\_

- Form W-4 Federal Withholding Allowances
- Form NC-4 North Carolina Withholding Allowances (if in NC)
- Form I-9 Employment Eligibility Verification
  - Employee Portion
  - Employer Verification Portion
- Direct Deposit Information