

NEW HIRE FORMS CHECKLIST

Welcome to Asheville City Schools!

As a new employee, you will need to complete a new hire packet. Please fill out all the forms listed. You will need to print, fill out and send the completed forms via email to Wendy Hensley, Benefits Specialist at wendy.hensley@acsqmail.net
If you have any questions you may call her directly at 828-350-6164 or via email.

- _____ Valid Driver's License, or State issued picture ID card
- _____ Social Security card (preferred) or a valid U.S. Passport
- _____ Work authorization document (if applicable)
- _____ New Employee Sign-up Form
- _____ W-4 2021 Federal Tax Form

Worksheet instructions for the NC-4 Tax Form; you have two (2) options – choose either the regular or the EZ tax form.

- _____ NC-4 State Tax Form
- _____ NC EZ State Tax Form
- At-A-Glance Benefit Summary (this is your copy to keep)
- _____ Employment Eligibility Verification Form I-9 (page 1 and 2 must be turned in)
- _____ ACS Facility and Staff Responsible Use of Technology & Internet Safety Agreement
- _____ Certifying Employee Status Under Retirement Reemployment Laws (all new employees must fill out)
- _____ Authorization For Automatic Deposit of Net Pay (fill out form completely and sign)
You must have a voided check attached **OR**
A Statement of Direct Deposit from your bank – your paperwork cannot be processed without bank information!
- _____ Asheville City Schools Release Form
- _____ Health Examination Certificate (will need to be completed by a Physician within 30 days and returned to Kim Montgomery in Human Resources)
- _____ State Aggregate Form (if applicable) -If you have prior State Service