

Employee Onboarding



Employee Information:

Employee completes Forms W-4, K-4 and Direct Deposit Form and returns to their manager.
Employer uploads forms along with completed Employee Action Form to their secure portal.

W-4	https://www.irs.gov/pub/irs-pdf/fw4.pdf
W-4 Calculator	https://apps.irs.gov/app/tax-withholding-estimator <i>Note: We do not need this turned in, but it is a helpful tool to keep!</i>
K-4	https://www.ksrevenue.gov/pdf/k-4.pdf
Direct Deposit Authorization	https://res.cloudinary.com/rootworks/image/upload/fl_attachment/v1/firms/firm-57072330/Direct_Deposit_qv3ir0
Employee Action Form	https://res.cloudinary.com/rootworks/image/upload/fl_attachment/v1/firms/firm-57072330/Employee_Action_Form_kp2yt6

Keep a copy for your records

Employee completes Section 1.

Employer completes section 2 and retains copies of valid forms of identification.

I-9	https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf
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Questions? We're here.

Please reach out if you have any questions or concerns. We are here to help! 316-264-7203.