



New Hire Checklist

Indicated below are the forms given to me upon my employment with the Fort Edward Union Free School District:

- Salary Information (Salary, Tax Status, Health Insurance)
- W-4 Form (Federal Withholding)
- IT-2104 (State Withholding)
- I-9 (Employment Eligibility Verification)
- Teacher's Oath of Allegiance
- Health & Dental Insurance Booklet
- Health & Dental Insurance Form
- Health & Dental Declination Form
- Flex Plan Forms
- Marketplace Insurance Coverage Notice
- 403(b) - SRA Form
- Retirement System Application Form
- WSWHE Substitute Registry – Employee Data Record Form
- Fingerprinting Form

I hereby indicate that all the above mentioned/checked forms and documents were given to me on

Date

Name

Signature