

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 Angela Franklin, Human Resources Specialist at angela.franklin@acsgmail.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 2023 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-4EZ 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 Faculty 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 Angela Franklin in Human Resources)

___ State Aggregate Form (if applicable) – if you have prior State Service