

Employee New Hire Paperwork Checklist

Xscape Theatres
Maryland - Brandywine

To be completed by Manager

New Hire Name

Last Name: _____ First Name: _____

Please submit the following forms to Human Resources:

- Employee New Hire Form
- Employee Handbook Acknowledgement Form
- Application for Employment
- W4 Federal Tax Withholding Form
- MW 507 State Tax Withholding Form
- I9 Forms pages 7 & 8 and Copies of Required Documents (List A or B&C)
- Employee Direct Deposit Form and Voided Check(s) (if applicable)
- MD Work Permit Form (for Minors)

Manager Signature & Date