

**MONTEFIORE MEDICAL CENTER
NEW HIRE FORMS CHECK LIST**

Please review the list below to ensure you have all the required documents to complete the New Hire process. Complete the checklist as you complete the forms.

NEW HIRE PAPERWORK

- Quest Diagnostic – Drug Screening
- Sterling Consent & Disclosure Form
- Tax Forms
 - W4
 - IT-2104 (NYS/NYC)
 - IT-2104.5 (Yonkers Non-Residency Certificate)
- Emergency Contact Form
- 1199 Dues Deduction Authorization (If Applicable)
- Ethnicity/Race and Sex Self-Identification Form
- Conflict of Interest Survey
- Associate Agreement Form

ADDITIONAL DOCUMENTS NEEDED

- Original Social Security Card (Payroll Purposes)
- Identifications (Refer to list provided at www.newi9.com for proper forms to present)
- Voided Check (If enrolling in Direct Deposit)
- Licenses/Certificates (If Applicable)
- OSHA Certificates (If Applicable)
- New Associate Pre-Employment Procedures Form signed by Occupational Health Services.
This form must be returned upon completion of your OHS appointments when the form is signed and you are medically cleared.