

EMERALD COAST BUSINESS SERVICES, INC.

**NEW HIRE ACKNOWLEDGEMENT CHECKLIST – Must be signed and returned ASAP.
Your Payroll Check cannot be processed without the Required Forms returned.**

REQUIRED FORMS – Complete, Sign and Return ASAP ... INITIAL EACH SECTION AS DONE.

FLORIDA VERSION

- ___ **** New Hire Form** – employee fills in top & bottom sections, supervisor fills in center.
(Return 1 page to Emerald Coast Business Services)
- ___ ****Terms & Conditions of Employment** ... Employee must sign.
(Return 1 page to Emerald Coast Business Services)
- ___ **** I-9 Employment Eligibility Verification** ... 2 forms of ID required.
(Return 1 page to ECBS – front side top section filled out – also, 2 copies of ID)
- ___ **** Payroll Check Direct Deposit Form** ... *if desired*, fill out & sign form, tape voided check.
(Return 1 page to ECBS – if you want your paycheck Direct Deposit to your Bank or Credit Union)
- ___ **** Enrollment form for ECBS Group Insurance** ... select yes/no, coverage and sign.
(Return Enrollment Forms (2 pages) to ECBS – ASAP – rest is for your records)
- **Ameritas** ... Dental and/or Vision Insurance.
 - **Lincoln** ... Term Life, Short Term Disability, Long Term Disability Insurance.
 - **OptiMed** ... Mini Medical Plan Health Insurance.
- ___ **** ECBS Employee Handbook** ... Employee responsibilities, policies & procedures.
(Keep - Please read – familiarize yourself with contents – ask questions as necessary)

As a new employee, I acknowledge that I have received, read and understand the above forms and handouts and that I was given the opportunity to discuss each one with my supervisor.

I acknowledge that all information provided by me is accurate.

(Revised 07-07-2011)

Employee Signature Required

Employee Printed Name

Today's Date

Supervisor Signature Required

Supervisor Printed Name

Today's Date