

TaxPro's
HR/Contractor File Check off List

EMPLOYEES

- Welcome Package
 - Mission/Vision Statement
 - Frequently Asked Questions
 - Guideline
- W-4 (if employee)
- I-9 (if employee)
- Copy of CA Driver's License
- Copy of Social Security Card
- Privacy Policy

CONTRACTORS

- Welcome Package
 - Mission/Vision Statement
 - Frequently Asked Questions
 - Guideline
- Copy of Business License if Contractor
- Copy of CA Driver's License
- W-9
- Privacy Policy