



Wisconsin's Self-Directed Supports Program

Checklist and Packet of Forms for New Employees

Startup Forms for New Employees

- Copy of Social Security Card
- Background Check Information Disclosure
- Background Check Information and Release
- Direct Deposit – with voided check (optional)
- Employer and Employee Agreement (optional)
- Employee New Hire Form (signed by participant)
- Form W-4: Employee Withholding Allowance Certificate
- Form I-9: Employment Eligibility Verification (signed by participant)
- Medicaid Provider Agreement Form (signed by participant)

All of the documents listed above need to be filled out completely and sent in before employees can be paid.

For questions or help filling out these documents, please call Florence 414-937-2184 or Brian 414-937-2072.