



Welcome to Hart Mechanical Inc. We are pleased to have you as a new employee and are looking forward to working with you. Enclosed is a new hire package that you are required to fill-out and return to your job site supervisor:

New Hire Packages

Check the line for each item completed:

- ___ Federal Employment Allowance Certificate (**Form W-4**) (2 pages)
- ___ MA State Employee Withholding Exemption Certificate (**Form M4**) (4 pages)
- ___ Direct Deposit Enrollment Form (Include a **VOIDED** check with form) (1 page)
- ___ Company Handbook (**Read and Sign Acknowledgment form**) (12 pages)
- ___ Memorandums (Early Check Cashing, Dress Code, E-mail Address, Employee Benefits Info, Travel Policy, Mileage Reim. Policy, Vacation Policy)
- ___ Benefits at a Glance

We require that all employees fill-out a standard application and review our company handbook.

Please fill-out these forms and return them to the foreman at the job site on your first day.

Print Name

Signature

Date

Payroll Approval