



New Hire Employee Document Checklist

The new hire employment package will be processed at the time all of the following documents are fully completed and returned to hr@tmf.mortgage.

All documents must be completed on the computer prior to being printed and signed (**please no handwritten documents**).

Documents at initial employment:

- Employment Application Cover Letter
- Employment Application (4 pages)
- Employment Agreement
- Fair Lending Statement
- Authorization For Direct Deposit
- W-4
- I-9
- Legible copies of Identifications used to support document the I-9 (please read page 5 carefully)