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ISO 9001:2015 Certified/NIST 800-171

## New Employee Instructions

Please complete the following forms prior to your Employment Start Date or as directed by your Hiring Manager.

1. I-9 Form (Employee Eligibility Verification)
2. Form W-4 (Federal Employee Withholding Certificate)
3. Form W-4 (State Employee Withholding Certificate)
4. Authorization Agreement for Payroll Direct Deposit

(Note: These forms are available on iDEAL's website under "Careers" Tab)

In addition to the completion of these forms, employees must submit a copy of:

- A. Driver's License,
- B. Social Security Card (or Birth Certificate if SS Card not available)
- C. Voided Check (or Bank Account Verification Form from Banking Facility)

You may be asked to complete a Pre-Employment Screening and/or Drug Screening. If asked to do so, you will be directed to a designated provider for Employee Authorization to conduct the screening.

If you have any questions, please contact the Human Relations Department at 586-726-6666 Ext. 107.

Your  Source for:

ASSEMBLY EQUIPMENT- CHECK FIXTURES - CNC MACHINING - DESIGN & ENGINEERING - RAPID PROTOTYPING