



Fact Sheet

HIRE/TERMINATION FORM REQUIREMENTS

REQUIRED HIRING FORMS

- INS I-9 Form - <http://www.uscis.gov/files/form/i-9.pdf>
- W-4 Form - <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Copy of [Employee Rights under Workers' Compensation](#)
- Personal Physician/Chiropractor Pre-Designation Form**
- Form DFEH 185 Harassment (including sexual) and Complaint Procedure - <http://www.dfeh.ca.gov/res/docs/publications/DFEH-185.pdf>
- Form DE 2515 EDD Disability Insurance Pamphlet - http://www.edd.ca.gov/pdf_pub_ctr/de2515.pdf
- Form DE 2511 Paid Family Leave Brochure - http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf
- Form DE 34: EDD Report of New Employee(s) - http://www.edd.ca.gov/pdf_pub_ctr/de34.pdf
- New Hire Wage Statement - http://www.dir.ca.gov/dlse/LC_2810.5_Notice.pdf
- ACA – Affordable Care Act notification letters - [Model Notice for employers who offer a health plan to some or all employees](#)
[Model Notice for employers who do not offer a health plan](#)
- Commission Agreement (if applicable)

REQUIRED TERMINATION FORMS

- Form DE 2320 EDD Form Your Benefit Unemployment Insurance Pamphlet - http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf
- Notice to Health Insurance Premium Payment HIPP - [http://www.dhcs.ca.gov/services/Documents/DHCS%209061%20\(Notice%20To%20Terminating%20Employees\)%209-11.pdf](http://www.dhcs.ca.gov/services/Documents/DHCS%209061%20(Notice%20To%20Terminating%20Employees)%209-11.pdf)
- Notice to Employee as to Change in Relationship **
- Continuation of Coverage Under COBRA and Certificate of Group Health Coverage HIPPA*
- COBRA Continuation Coverage Election Notice*
- Acknowledgement of the Receipt of COBRA Rights*
- Certificate of Group Health Plan Coverage*

*Required at time of termination for some employers

**Contact CEA to obtain these forms

This was prepared by the California Employers Association (CEA). CEA exists for one reason, to help employers become better employers. As a not-for-profit employers association, CEA has been providing human resource solutions and peace of mind for employers since 1937. See more at www.employers.org or call us at 800.399.5331.