

# Remote Onboarding Document Checklist

## Personal Information

- ☐ Full Name
- ☐ Address
- ☐ Contact Details

## Identity Verification

- ☐ Government ID
- ☐ Passport
- ☐ Work Permit (if applicable)

## Tax & Payroll Information

- ☐ Tax Form
- ☐ Bank Details
- ☐ Social Security Number / Tax ID

## Agreements & Policies

- ☐ Employment Contract
- ☐ NDA / Confidentiality Agreement
- ☐ Employee Handbook Acknowledgement

## IT & Access

- ☐ Remote Work Agreement
- ☐ Device Request Form
- ☐ System Access Credentials

## Notes