



This checklist will guide you with completing the correct forms. The forms are fillable, no printer required.

C3R General Forms

- C3R Receipt of Employee Handbook
- Employee Handbook Amendment No.1
- Corporate Directory
- Employee Application
- Annual Security Brief
- Annual Sexual Harassment Brief
- Contractors in the Workplace
- Acknowledgment of Contractors in the Workplace
- Timesheet Preparation Memo Acknowledgment
- Pay Dates
- Timekeeping Policy
- Timesheet Preparation
- Federal Holidays
- PROCAS Packet
- Security SOP

C3R 401(k) Plan Information

- 401(k) Summary Plan Description
- 401(k) Welcome Cover Page
- Selecting Beneficiaries
- Participant Online Capabilities Flyer
- Contributing More Makes a Difference
- Save with a Purpose Flyer

Paychex Flexible Spending Account (FSA)

- FSA Enrollment Form
- S125_FSA_2017 Restatement Summary Plan Description
- Dependent Care Expense Listing
- Carryover SMM Final
- Typical Savings Out of Pocket Expenses
- Eligible Products List
- Monthly Orthodontia Claim Form

State Withholding Forms (HR Block website link to state withholding certificates)

<https://www.hrblock.com/tax-center/irs/forms/state-withholding-forms/>