



## TOWN OF HOLLISTON EMPLOYEE CHECK LIST

Welcome to your new position with the Town of Holliston.

Information regarding benefits, employee forms and mandatory employee notices can be found on the Town of Holliston's website at:

<http://www.townofholliston.us/employment-personnel>

Please bring the following forms and documentation to the Treasurer's Office at Town Hall, 703 Washington Street, Holliston, so we can process your new employee paperwork.

If you have any questions regarding your paperwork or benefits, please call the Treasurer's Office at 508-429-0602.

### REQUIRED FORMS TO BE SUBMITTED

Forms can be found at

<http://www.townofholliston.us/employment-personnel/pages/employee-forms>

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**New Employee Form**

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**W4-Federal Income Tax Withholding Form**

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**M4-State Income Tax Withholding Form**

(Not required unless you want different deductions than your federal withholdings)

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**I-9-Employment Eligibility Verification Form**

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**Documentation for your I-9**

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**Massachusetts Deferred Compensation SMART Plan-Mandatory OBRA**

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**Social Security Acknowledgement Form**

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**Direct Deposit Form and Voided Check**

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**Miscellaneous Acknowledgement Form**

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**W2 Consent Form**