



## 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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|--------------------------|---|
| <input type="checkbox"/> | <b>New Employee Form</b>  |
| <input type="checkbox"/> | <b>W4-Federal Income Tax Withholding Form</b>   |
| <input type="checkbox"/> | <b>M4-State Income Tax Withholding Form</b><br>(Not required unless you want different deductions than your federal withholdings) |
| <input type="checkbox"/> | <b>I-9-Employment Eligibility Verification Form</b>   |
| <input type="checkbox"/> | <b>Documentation for your I-9</b>   |
| <input type="checkbox"/> | <b>Teacher Retirement Enrollment Sheet</b>  |
| <input type="checkbox"/> | <b>Social Security Acknowledgement Form</b>   |
| <input type="checkbox"/> | <b>Direct Deposit Form and Voided Check</b>   |
| <input type="checkbox"/> | <b>Benefit Acknowledgement Form</b>   |
| <input type="checkbox"/> | <b>Miscellaneous Acknowledgement Form</b>   |
| <input type="checkbox"/> | <b>HIRD Form</b>  |
| <input type="checkbox"/> | <b>W2 Consent Form</b>  |