



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>

- ☐ **New Employee Form**
- ☐ **W4-Federal Income Tax Withholding Form**
- ☐ **M4-State Income Tax Withholding Form**
- ☐ **I-9-Employment Eligibility Verification Form**
- ☐ **Documentation for your I-9**
- ☐ **Teacher Retirement Enrollment Sheet**
- ☐ **Social Security Acknowledgement Form**
- ☐ **Direct Deposit Form and Voided Check**
- ☐ **Benefit Acknowledgement Form**
- ☐ **Miscellaneous Acknowledgement Form**
- ☐ **HIRD Form**
- ☐ **W2 and 1095 Consent Form**

Please call the Treasurer's Office at 508-429-0602 to make an appointment to review or return your completed forms. If you should have any questions regarding benefits, please call 508-429-0602.