ELECTION WORKER - TOWN CLERK
NEW HIRE REQUIRED FORMS CHECKLIST

Please read the following instructions carefully. You will not be paid until all forms are complete.

- ☐ **CORI Form** – complete and return with valid, unexpired photo identification to be verified and photocopied by a Staff Member.

- ☐ **Election Cover Page** – upper portion completed by employee; lower portion to be completed & signed off by a Clerk Department Staff Member.

- ☐ **W-4 Tax Form -** tells the Town what to take out of your check for *federal withholdings*.
  The Town is not allowed to advise you on what to check, but you may wish to review the estimator at https://www.irs.gov/individuals/tax-withholding-estimator for assistance.
  If you determine you may be exempt from withholdings, you may write "exempt" in the space below Step 4(c).

- ☐ **M-4 Tax Form** – tells the Town what to take out of your check for *state withholdings.*
  If you determine you may be exempt from withholdings, you can check off Box D.

- ☐ **OBRA Acknowledgement Card** – federal law requires that you contribute 7.5% of your total (gross) compensation to the OBRA plan if you earn in excess of $2,300 for calendar year 2024 as an election worker.
  This is required since the Town does not withhold Social Security/FICA taxes from our employees. Be sure to read the "How your employer is helping you save for retirement" flyer for additional information. You must fill out a "beneficiary" for these funds. This identifies a person that you would leave money to if anything happened to you. Make sure to include their date of birth and relationship to you. **If you currently collect a pension, please note this on the form; we can provide you an exemption form.**

- ☐ **I-9 Form** – required form to show that you are eligible to work in the United States.
  Please be sure to follow the formatting of each box.
  *If the date is noted as **MM/DD/YYYY; fill in as such 01/01/2024** rather than 1/1/24.*

- ☐ **2 different forms of ORIGINAL IDENTIFICATION for the I-9 form (see list of acceptable docs). We cannot accept photocopies and documents must be unexpired.**

  We are required by law to personally examine two different forms of ID to show that you are eligible to work in the United States.

  Please review the "List of Acceptable Documents" and provide something from List A (like a passport) OR provide something from List B (ID with a photo) AND List C (social security card or original birth certificate). You may provide any documents listed on the form, but these are the most commonly provided items.

- ☐ **Direct Deposit Form *with voided check or printout from the bank* – Please note that account must be in the employee's name, even if a joint account. Checks will NOT be deposited into an account unless the employee's name is on it as well.**

- ☐ *Complete the direct deposit form and clearly list the name of your bank, account number and routing number.* ***You must also provide a voided check or a printout from your online banking account or directly from your bank stating your name, account number, and routing number****. We must have this printed verification to process your direct deposit. Please ensure that this form is signed/dated.*