



MONTGOMERY TOWNSHIP

1001 STUMP ROAD

MONTGOMERYVILLE, PA 18936-9605

Telephone: 215-393-6900 • HR Secure Fax: 215-565-2665

www.montgomerytp.org

Employment Paperwork Checklist

Please read through the following forms thoroughly, complete ALL necessary sections, and make sure they are signed and dated. Please check the box on the left after completing each part. Return all completed forms no later than your first day of employment or training.

W-4 Form: *Federal Income Tax Withholding*

Incomplete W-4 Forms will be returned to an employee which, in turn, might hold up your paycheck. Montgomery Township cannot give any tax advice. If advice is needed for completion of this form you may want to seek guidance from a parent, a tax advisor or by visiting the IRS website at

<https://www.irs.gov/individuals/irs-withholding-calculator>

- Step 1(a) Complete your name, address
- Step 1(b) Complete your social security number
- Step 1(c) Check the appropriate box
- Step 2 Complete if applies to you
- Step 3 Complete if applies to you
- Step 4 Complete if applies to you
- Step 5 Sign and date

Local Earned Income Tax Form: *Identifies where your local withholding tax will be paid*

- Complete the Employee Information Residence Location box, *including* the Municipality and County in which *you* live
- Sign and Date

I-9: *Employment Eligibility Verification*

- Complete Section 1, Employee Information and Attestation, including checking one of the appropriate boxes 1-4
- Sign and Date
- Provide the unexpired document(s) from the Lists of Acceptable Documents. Bring in either an original document from List A **OR** an original document from both List B **AND** List C
- Original documents must be presented to an HR representative for review and copying in your physical presence.**

New Hire Reporting Form: *Required by the State of Pennsylvania to report new hires to state*

- Complete the top right box only. Use your first day of work or training as your date of hire.

Local Services Tax Exemption Certificate (if applicable): *Local Service Tax is a local tax payable by all individuals who hold a job or profession within a taxing jurisdiction imposing the tax. Only complete this form if you expect to earn less than \$12,000 the calendar year while working for Montgomery Township or if you currently are paying the LST tax elsewhere.*

- Complete personal information
- Check an appropriate box (1-4)
- Page 2- if currently working elsewhere, please list any employer that may be currently deducting the LST tax from your pay
- Sign and date Page 2

Emergency Contact Form:

- Complete your information
- Provide information on two emergency contacts

Direct Deposit Form: *Direct Deposit takes a complete pay cycle to take effect due to a 'pre-note bank testing period'. During the testing period, you will receive a 'live' check.*

- Complete employee information
- Complete Finance Information for as little as one bank or as many as three banks. Please make sure that this information is filled out completely, including if it is a checking or savings account
- Sign and date
- Attach a copy of a voided check or a letter from the bank stating the bank routing number and your account number

Electronic Paystubs: *Employees will receive a secure bi-weekly paystub via email once direct deposit is set up.*

- Complete Employee Name
- Complete E-Mail Address
- Sign and date

Employee's Acknowledgement Under Section 306 of the Pennsylvania

Workers Compensation Act: *This outlines your rights and duties with regards to Workers Compensation insurance.*

- Read in its entirety
- Sign and date

Pennsylvania Worker and Community Right to Know Act: *Information about hazardous substances in the workplace and in the environment.*

- Read in its entirety
- Sign and date