

PART TIME EMPLOYEE CHECKLIST

Updated 10/2016

TO: New Part-Time Employees (less than 20 hours weekly)

FROM: Treasurer

RE: Required Paperwork

Welcome to the Town of _____. The following forms must be completely filled out and returned to the Treasurer's office before a check can be issued to you.

- Employee's Withholding Allowance Certificate (W-4) – If you are exempt from taxes, write "Exempt" on Line 7
- Employment Eligibility Verification (Form I-9, Page 7) – This form just be completed and returned with either a copy of your passport or copies of two acceptable documents)
- SSA-1945 – This form provides information regarding the fact that your earnings are not covered under Social Security
- Mandatory OBRA Participant Enrollment – In lieu of Social Security, part-time employees must participate in this deferred compensation plan. (IMPORTANT: If you currently work for or have worked in the past for another municipality and are or were a member of the Berkshire County Retirement System, please contact me immediately. You may need to complete a BCRS enrollment form. Also, if you are retired from any municipality in the Commonwealth of Massachusetts, please contact me immediately).