

TOWN OF SHERBORN
Finance Office
508-651-7859

ATTN: NEW PART -TIME EMPLOYEES

In order for the town to process your payroll check, you must come to the Finance office at town hall and fill out the following paperwork -

1)	W-4 Form	Federal Tax Withholding
2)	M-4 Form	Massachusetts State Tax Withholding
3)	OBRA Form	Mandatory Retirement Program (in place of Social Security)
4)	I-9 Form	Employment Eligibility Verification for the U.S. Department of Justice/Immigration

*****IMPORTANT*****

You must bring the following forms of I.D. with you (original documents only):

Acceptable ID's:

- 1) U.S. Passport (no other form of ID is necessary if you have a passport)
or
- 2) If you do not have a passport, please bring **two** forms of the following I.D.'s, one from Column A and one from Column B.

COLUMN A

Driver's License
ID Card issued by State
School ID with Photo
U.S. Military Card
School Record or Report Card

COLUMN B

U.S. Social Security Card
Birth Certificate
U.S. Citizen ID Card

Please call Debbie Reynolds in the Accountant's office at 508-651-7859, for an appointment to complete the above payroll forms.