

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 -

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| 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.