



Town of Dover New Hire Checklist

Name: _____

Position: _____

Hire Date: _____ Dept: _____

Required Forms (all employees)

| | <u>Emp</u> | <u>Treas</u> | |
|---|------------|--------------|--|
| W-4 Federal Tax Withholding | ____ | ____ | |
| M-4 MA Tax Withholding | ____ | ____ | |
| I-9 US Employment Eligibility Copies of original documents | ____ | ____ | Requires passport or Driver's license and birth certificate or social security card. |
| Retirement Deductions (1 required) Norfolk County Retirement | ____ | ____ | Requires copy of Birth Cert. _____ Requires beneficiary form _____ Deduction % _____ |
| Mass Teachers Retirement | ____ | ____ | |
| OBRA Mandatory Def Comp < 20 hours | ____ | ____ | |
| SSA-1945 Social Security Statement | ____ | ____ | |
| ACA Marketplace Notice | ____ | ____ | |
| New Hire Reporting Form | ____ | ____ | |
| Direct Deposit Enrollment | ____ | ____ | Requires voided check or statement with account and routing numbers |
| Ethics Online Test | ____ | ____ | |
| Emergency Contact | ____ | ____ | |

All forms have been reviewed and returned to Human Resources:

Employee

Human Resources

Town of Dover
New Hire Benefit Checklist

Name: _____

Hire Date: _____ Department: _____

Benefit Forms (full time & 20+ hour employees)

| Health & Life: | <u>Emp</u> | <u>Treas</u> |
|--|------------|--------------|
| Rate sheet and plan comparisons | — | — |
| Benchmark and HSA Qualified HDHP | — | — |
| (one of these options must be completed) | | |
| Enrollment Form | — | — |
| Or Waiver of Coverage | — | — |
| COBRA Letter | — | — |
| HSA Info and Deduction Form | — | — |
| FSA Info and Enrollment Form | — | — |
| Delta Dental Info and Enrollment Form | — | — |
| Basic Life Insurance | — | — |
| Voluntary Retirement: | | |
| MA Smartplan Enrollment Form (all) | — | — |
| 403(b) Info Sheet (school employees) | — | — |
| Voluntary Insurances: | | |
| Boston Mutual Optional Life and Accident | — | — |
| Info MIIA EAP Info | — | — |

All forms have been reviewed and returned to Human Resources:

Employee

Human Resources