



**Town Of Leicester**  
**OFFICE OF THE TREASURER/COLLECTOR**  
3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7004 Fax: (508) 892-7054  
Email: kristoffd@leicesterma.org

**WELCOME, NEW FULL-TIME EMPLOYEE**

I would like to welcome you to the Town of Leicester as a new full-time employee. Please fill out the attached payroll forms, and call 508-892-7004 to schedule an appointment to submit your completed forms and ask/answer any relative questions. The process will take less than 20 minutes.

In most cases you will need to complete the following:

- I-9 Employment Eligibility Verification form
- W-4 Federal withholding form
- M-4 State withholding form
- HIRD Health Insurance Responsibility Disclosure
- Social Security Disclosure form
- Direct Deposit form w/ voided check
- Worcester Regional Retirement form if not a teacher

You will need to bring with you the following:

- Driver's License
- Birth Certificate
- Social Security card
- Voided check

You will have the opportunity to enroll in the Town of Leicester's health insurance, dental insurance, and life insurance.

The office hours are M-W-TH 8am -5pm and TU 8am-7pm. All forms must be completed in order to process your payroll.

Deborah J. Kristoff  
Treasurer/Collector