



Town Of Leicester
OFFICE OF THE TREASURER/COLLECTOR
3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7004 Fax: (508) 892-7054
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WELCOME, NEW PART-TIME EMPLOYEE

I would like to welcome you to the Town of Leicester as a new part-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
- Obra Smart Plan form
- HIRD Health Insurance Responsibility Disclosure
- Social Security Disclosure form
- Direct Deposit form w/ voided check

You will need to bring with you the following:

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

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