

NEW EMPLOYEE ENROLLMENT - CHECKLIST

Please use the following checklist to ensure that all necessary forms are completed. Be sure to sign and date each form where indicated.

Form

- Municipal Income Tax Withholding*
- Employee's Withholding Exemption Certificate*
(State of Ohio)
- Employee's Withholding Allowance Certificate*
(Federal Form W-4)
- Direct Deposit Authorization Form*
- OPERS Data Entry Form*
- Statement Concerning Your Employment In A
Job Not Covered by Social Security*
- Form I-9, Employment Eligibility Verification*
- Ohio Ethics Law Acknowledgement*
- City of Rocky River Employee Handbook
Acknowledgement*

- Candidates age 18 and older:**
Authorization To Release Information*