

FAMILY PSYCHOLOGICAL

Together With Kids Count Inc

IMPROVING LIVES IN OUR COMMUNITY

Dear _____

(New Employee)

Welcome to Kids Count Family Psychological!

Please complete the following documents to establish you in our payroll system.

1. New Employee Info Sheet
2. Form W-4
3. Employment Eligibility Verification Form (I-9)
4. Local Earned Income Tax Residency Certification Form
5. Direct Deposit Form (Optional)

Please bring the appropriate original documents for the Employment Eligibility Verification Form so that we can make copies for your employee file. (A list of acceptable documents is on page two (2) of the form.) If you are interested in Direct Deposit, please supply a voided check with form.

In accordance with Act 32 – PA local earned income tax, Kids Count Family Psychological will be withholding your local 1% tax from your paycheck. Please fill out the form sign and date.

If you have already paid the current year Occupational Privilege Tax (OPT) or Local Service Tax (LST), please provide the appropriate proof of payment. If none is provided, the applicable tax will be withheld from your pay here.

You will receive a copy of the Employee Handbook, please read it in its entirety and sign the handbook signature sheet.

Congratulations,

Danielle McNally

HR Director