

Boards and Commissions

Checklist for Temporary Employee

Name:	Effective Date:
Board:	Department Number:
City User Fee: Y or N	

Requires Ink Signature:

- Form I-9 Employee Information
- Form I-9; Employer Verification
- Copy of supporting documentation ID(s) for I-9
- Form W-4; Federal Tax Withholding Form
- Form WV/IT-104; State Tax Withholding Form
- Payroll Direct Deposit Form OR Pay Card Request Form (attach voided check or bank documentation verifying account and bank routing numbers)

Retirement Benefit (Optional)

- WV Retirement Plus (Optional. Return form declining participation if not enrolling)
- WV Retirement Plus Beneficiary (Complete if enrolling)

- Temporary employees transferring from another agency do not need to complete tax forms or direct deposit form unless making changes.