

## **Subject: 2019 Employment Forms**

To All New and Returning Council Camp Staff,

Welcome to the Connecticut Yankee Council of the Boy Scouts of America. We know you are excited to get to work helping our scouts have a great scouting program experience; but we also know you are not doing this for free. In order for us to pay you properly and timely, we need you to complete several documents. Some of these documents are required under US Federal regulations, so if incomplete or incorrect, we are legally prevented from paying you, so please read and follow these directions. If the forms instructions are not clear to you, feel free to ask us for assistance.

**All Staff Members**, whether returning or new, must complete the following:

**New Hire Form** – This form provides us with your profile information so we can enter you into our payroll system.

**Federal W-4 and CT W-4** – Yes, all workers must pay some taxes on the income they earn. These forms determine the amount of US and CT state income taxes that need to be withheld from your paycheck. Many of you will be “EXEMPT” meaning that only social security and medicare taxes are withheld; others who work other jobs during the year may need to have some income tax withheld so you are not under withheld at the end of the year and end up having to pay a penalty when you file your tax return next year. Make sure that the W-4 forms are signed.

**Direct Deposit Form** – If you have not received a Council paycheck in 2019, your banking information has been deleted from our systems. All new and returning staff must complete a new direct deposit form and **attach a copy of a voided check or letter from your bank with the account information**. There are no exceptions and you will not be paid until this is provided.

**I-9** –

(Note: If you worked for Connecticut Yankee Council in 2017 or 2018, we already have an I-9 on file and you do not need to complete a new form.)

The US Government requires us to verify that everyone we hire is legally authorized to work in the United States. This form can appear intimidating due to the many pages of instructions. What you really need to focus on is completing the profile information, then providing the proof of your eligibility to work in the US. For most of you, eligibility can be demonstrated by your (1) US passport OR (2) a combination of (a) your photo student ID or driver’s license and (b) social security card; other options are listed on the last page of the instructions. We **CANNOT accept copies**; you must bring the original documents when you turn in your forms.

**Note to hiring supervisors** – you must certify that you viewed the original documents and checked for authenticity. You will do this by completing and signing the Employer section of the form.

All forms are available electronically from your Council contact and some forms are fillable PDFs.

In closing, please remember that no employee will be paid without all the necessary completed forms. Do not turn in the paperwork piecemeal, please submit when all forms are complete.