

Fiduciary Services

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Employee Packet CHECKLIST: PCA Waiver/ElderCare Pilot Program

The attached new hire application package has been completed when all items have been checked off. All forms need to be filled out and signed where required according to the sample packet. There will be a delay in payroll processing for an employee if all necessary forms are not submitted completely. Please use this checklist when completing the required paperwork before submitting for processing. If any questions or need assistance, please call Carol D. at Ext. 109 or Jennifer H. at Ext. 130. Once the application has been processed, you will be notified by our staff that payroll has been setup.

- 1. Employee Status Form (signed by Employer and Employee)
 - 2. I-9 Employment Eligibility Verification (signed by Employer and Employee)
 - 3. Clear and Legible copies of eligibility documents (required for I-9 form)
 - 4. Provider application (signed by Employee)
 - 5. Provider agreement (signed by Employee) – Hourly rate should match Employee Status Form
 - 6. W-4 Federal Tax form (signed by Employee) - if box 3 is not checked the standard deductions will suffice.
 - 7. CT-W4 Connecticut Tax form (signed by Employee) - if box 1 is not checked the standard deductions will suffice.
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- 8. Direct Deposit or Debit Card application (optional)