

# All paperwork must be submitted by September 3, 2025

- **Form 1 (Work Permit Application) – NEW REFEREES ONLY**
  - Submit to King Philip High School for approval and work permit
  - Work permit submitted along with forms 2 -8.
- **Forms 2 – 8 (Payroll Forms)**
  - Submit Kendra Wisell-Ford, town hall 2<sup>nd</sup> floor (appointment required – details below)
- **Form 9 (CORI)**
  - Submit to Donna Burt, Assistant Recreation Director

## To schedule your appointment contact:

Kendra Wisell-Ford, Administrative Services Manager  
79 South Street (Town Hall), 2<sup>nd</sup> Floor, Wrentham, MA 02093  
Phone: 508-384-5410 [kwisell-ford@wrentham.gov](mailto:kwisell-ford@wrentham.gov)

## For any questions, contact:

Lynne Adams 617-719-2359 [Ladams@wrentham.gov](mailto:Ladams@wrentham.gov)  
Donna Burt 508-269-5025 [Dburt@wrentham.gov](mailto:Dburt@wrentham.gov)

## Payroll Forms and Instructions

1. **Work Permit Application – ONLY NEW HIRE**
  - a. Complete application and submit to King Philip High School for approval
  - b. After approved – you will receive Work Permit
    - i. Permit to be submitted along with all payroll forms
2. **Authorization to Release Information Form**
  - a. Must be completed for **all referees**
3. **Direct Deposit Form**
  - a. Voided check or bank letter with account number and routing number must be included with this form.
  - b. **Required for all NEW EMPLOYEES**
  - c. **RETURNING HIRES** – required only if change in your banking information
4. **Employee Information or Emergency Contact form**
  - a. Must be completed by **all referees**
5. **OBRA (VOYA) Enrollment Form**
  - a. Must be completed by **all referees**
  - b. Make sure to complete both pages. Beneficiary section must be completed.
6. **I-9 Employment Eligibility Verification Form**
  - a. **NEW HIRES** complete I-9 page 1
  - b. **RETURNING HIRES** complete Supplement B
  - c. All must present acceptable forms of ID (see page 2 of form for details)
7. **M-4 Massachusetts State Withholding Tax Form**
  - a. Must be completed by **all referees**
  - b. Check box D (full-time student exemption)
8. **W-4 Federal Withholding Tax Form**
  - a. Must be completed by **all referees**
  - b. Write “EXEMPT” in space below step 4(c) for full-time student exemption
9. **CORI – Flag Football Referee Form**
  - a. Complete and submit to Donna Burt, Assistant Recreation Director