

STAVROS

CENTER FOR INDEPENDENT LIVING, INC.



FISCAL INTERMEDIARY PROGRAM

NEW HIRE PACKET—PART 1

Welcome, New Employee!

All of the forms in Part 1 of the New Hire Packet are **mandatory** for all PCAs.

Stavros FI cannot hire you, or process any of your payroll, until we have received all of these mandatory forms and supporting documents.

Please read the enclosed instructions carefully. You can use this page as a checklist to ensure that you have completed ALL mandatory forms:

- New Hire Form —to be completed by the Consumer and PCA
—provides us with accurate contact information for Consumer and PCA
- PCA Signature Form—to be completed by the PCA
—PCAs acknowledgement of responsibility for caring for the Consumer
- I-9 Form —to be completed by the Consumer and PCA
—Federal Government document demonstrating that the PCA is legally eligible to work in the U.S.
- W-4 Form —to be completed by the PCA
—Federal Government document providing your Federal tax information
- Direct Deposit Choice —Required by Mass Health for all PCAs
—authorizes Stavros to deposit your payroll, and provides proof of account

Fax these completed forms and all supporting documents to: 413-256-3596; or mail them to: Stavros FI, PO Box 2130, Amherst MA 01104; or drop them off at: Stavros Center For Independent Living, 210 Old Farm Road, Amherst MA 01004.

Consider union membership in United Healthcare Workers East (not mandatory). See the 1199SEIU Application For Membership.