



Municipal Police Training Committee

New Contract Employee Checklist – Please print all forms *single sided* and mail originals (*wet ink*) along with the checklist to: MPTC Headquarters, 42 Thomas Patten Drive, Randolph, MA 02368 Attn: Fiscal Department.

EMPLOYEE INFORMATION	
Full Name:	
Address:	
Home Phone:	
Cell Phone:	
Email Address:	

CHECKLIST		
<input type="checkbox"/>	FY22-FY24 MPTC Standard Contract Form	Complete, Sign and Return
<input type="checkbox"/>	Instructor Contract Addendum September 1, 2021	Read only
<input type="checkbox"/>	Commonwealth of MA Terms and Conditions	For Your Review – Do Not Return
<input type="checkbox"/>	I-9 Employment Eligibility Verification Form	Complete, Sign and Return with copies of valid forms of ID: (1) from List A or (2) from List B and C – see page 3 for instructions
<input type="checkbox"/>	MPTC Code of Conduct	Complete, Sign page six only, Return
<input type="checkbox"/>	W-4 Federal Tax Withholding Form	Complete, Sign and Return
<input type="checkbox"/>	M-4 State Tax Withholding Form	Complete, Sign and Return
<input type="checkbox"/>	Direct Deposit Form (Mandatory)	Complete, Sign and Return
<input type="checkbox"/>	Commonwealth of MA HR Contract Employee Disclosure Form	Complete, Sign and Return
<input type="checkbox"/>	Massachusetts Deferred Compensation SMART Plan– Mandatory OBRA	Complete, Sign and Return all three pages
<input type="checkbox"/>	Social Security Administration 1945 Form	Complete, Sign and Return
<input type="checkbox"/>	Mass HR Employee Self Service Instructions	For Your Review – Do Not Return
	Certification(s): for office use only	Expiration Date:
1.		
2.		
3.		
4.		