



Guidelines for completing Central Ohio Symphony payroll information.

Please complete, print, sign and return these forms to Office Manager Melissa Harris mharris@centralohiosymphony.org, or Warren Hyer, whyer@centralohiosymphony.org no later than dress rehearsal. Payment cannot be made for any musician until all forms by all musicians are completed.

1. Richwood Bank direct deposit form

All of our payroll is now direct deposit. Please provide information for the account in which you wish to have your check deposited.

- Complete the form.
- Sign and date the form.
- Please attach one of the following for Checking or Savings
 - a. Blank check image can be emailed to the office at mharris@centralohiosymphony.org
 - b. Voided check with employee name and address imprinted, NO starter checks
 - c. Bank letter or specification sheet (signature of your local bank representative MUST be included)

2. Form W-4

- Complete the worksheet.
- All highlighted sections must be completed.
- Complete Line 6 if you want additional withholding.
- The form must be signed and dated.
- We only need the form back, not the worksheet.

3. Form I-9

We strongly suggest for the security of your private information that you do not email the I-9 form or the required documents to the Symphony. Please bring them to a rehearsal or use regular mail.

Section 1

- Complete all lines highlighted in yellow. Do not complete anything else in section 1.
- If you checked the third or fourth box under citizenship status, talk to Warren Hyer, Executive Director before completing the rest of the form.
- Sign section 1 but DO NOT date it.

It states on the fillable form that the employer fills out page 2. We do not not have a sit down HR process so you must fill out the highlighted sections on page 2 we will check it.

Section 2

- Document Identification:** Submit a copy of your identifying documents. You must pick the documents to supply from the list on page 3. If you do the passport option, you only need to do List A, otherwise you must do both List B *and* List C. You must include a photo copy of your documents.
- Sign your name, do not date page 2.
- Return pages 1 and 2 only.

4. Ohio Form (IT-4)

- Complete the first two lines.
- List the school district where you reside by name so we can look up the district number
- Complete lines 1 thru 5 for exemptions if you want them.
- Please sign and date.

5. Ohio New Hire Form

- Complete the Employee Information section. Do not fill in: Date of Hire, Independent Contractor 'date payments will begin' and 'length of time independent contractor' will be performing services.