



Town of Stow  
**BOARD OF SELECTMEN**  
Stow Town Building  
380 Great Road  
Stow, Massachusetts 01775  
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

Date: March 4, 2010  
To: Departments and Hiring Managers  
From: Susan McLaughlin  
Town Administrator's Office  
Re: Paperwork for New Hires and Employee Status Changes

This memo describes the process and forms for all New Hires and Employee Status Changes. The process described here replaces any prior processes.

The intent of this memo is to eliminate most of the delays and errors with new employees and status changes by following the procedure described below.

**Documents to be completed:**

For new hires:

- Employee Status Form (completed by manager)
- Application for Employment Form (completed by employee)
- IRS W-4 Tax Withholding Form (completed by employee)

For current employees:

- Employee Status Form (completed by manager)

Copies of the three documents, Town of Stow Employee Status Form, Town of Stow Application for Employment Form, and IRS Form W4 2010, are attached. If your department has its own Application for Employment that you prefer and meets statutory requirements, you may use it instead.

**Process for approvals:**

- 1 Department manager sends documents to Selectmen's Office.
- 2 The Selectmen's Office obtains the Town Administrator's approval and delivers the documents to the Treasurer-Collector's Office, with a copy to the Town Accountant to verify payroll.
- 3 The Treasurer-Collector's Office makes changes to the employee's record and then informs the manager, to complete the process.

Please feel free to contact me with any questions.  
Many thanks.