

BPS Daily Substitutes – New Hires **Instructions for Completing Required Hiring Forms**

The forms shown in this “New Substitutes – Required Forms” section are all required for payroll set-up with the Belmont Public Schools.

When you have been notified by the Substitute Coordinator that your reference and background checks have been completed, please click on each link to print out and complete each of these required forms:

- **Form I-9**
 - *Please disregard if you have already completed an I-9 form for BPS*
 - If you need to complete a Form I-9 for BPS:
 - Complete first page (page 1) only
 - Sign & date page 1
 - Please bring in appropriate identification (see Form I-9 p.3 for **specific** list of appropriate documents). Your identification must be the original document, not a photocopy
 - For more info, see [Form I-9 Instructions](#) under “Information for New and Returning Subs”.
- **CORI**
 - *Please disregard if you have already completed a CORI form for BPS*
 - If you need to complete a CORI Form for BPS:
 - Complete bottom section of first page
 - Sign and date at bottom of first page
 - Complete second page, middle section (down to “SUBJECT VERIFICATION”)
 - Please bring in appropriate photo identification (e.g., U.S. driver’s license; international passport). Your identification must be the original document, not a photocopy.
- **Fingerprinting information**
 - *Please disregard if you have already completed your fingerprint appointment.*
 - *Follow the link instructions ASAP to make an appointment to be fingerprinted.* You cannot begin work in the school district until your fingerprint results are on file.
 - NOTE: If you have been fingerprinted for another Massachusetts educational institution for which you have worked within the past year, you may satisfy this requirement by requesting the Human Resources department of that entity to email a “Letter of Suitability for Employment” to the BPS Substitute Coordinator.
- **Form W-4**
 - Complete bottom half of page 1
 - Must include a number (0 or higher) in block 5
 - Sign & date page 1.
- **OBRA form**
 - An OBRA Information Guide is available – follow the link under “Information for New and Returning Subs”
 - Complete page 1 – leave Date of Hire blank (this will be the day you come in for set-up)
 - Complete page 2 – include plan beneficiary designation (optional)
 - Sign & date page 2.
- **Statement concerning Social Security**
 - Please read the information on page 2
 - Complete page 1
 - Employer name = Belmont Public Schools
 - Employer and Employee ID # may be left blank
 - Sign & date page 1.
- **Direct Deposit form**

- *Optional*
- Please note that you need to attach a voided check
- If you would like Direct Deposit but do not have a voided check, please go to your bank and ask them to provide you with a Payroll Direct Deposit Authorization Form which will show the necessary information.

When you have completed all required forms, please make an appointment to return the forms **in person** to the Substitute Coordinator:

- HR office is located at 644 Pleasant Street, Belmont, MA 02478
- Substitute Coordinator's in-office hours: 7:30am -2:30pm, M-Th; 7:30am-2 pm on Fridays
- Please remember to bring any ID required for the CORI and/or Form I-9.

When you come in with your paperwork, the Substitute Coordinator will set you up with your AESOP online substitute system account, so please call ahead to be sure she is in the office.