



## HUMAN RESOURCES DEPARTMENT

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Congratulations on your new position with the City of Missoula! Please fill out the following forms and email to [hrnewhire@ci.missoula.mt.us](mailto:hrnewhire@ci.missoula.mt.us) before your first day. To digitally sign, please click on the document name to download, and/or open forms with Adobe PDF Reader.

<a href="#">Decedent's Warrant</a>	REQUIRED – <i>In the event of death while working at the City, you are naming the person you desire to receive your final paycheck. This form is required by State Law.</i>
<a href="#">Direct Deposit</a>	<i>To set up direct deposit, please provide a voided check or notice from your bank for verification. Direct Deposit cannot be processed without the proper verification.</i>
<a href="#">Electronic Paystub Authorization</a>	REQUIRED
<a href="#">Employee Records Form</a>	REQUIRED
<a href="#">Federal W-4</a>	REQUIRED
<a href="#">Montana W-4</a>	REQUIRED
<a href="#">Prior Employment Certification</a>	<i>Only complete if you have been previously employed by a Montana Public Service entity.</i>
<a href="#">Self-Identification Form</a>	REQUIRED

Please **bring the following forms/documents** to your meeting with HR on your first day of employment:

1. [PERS \(Public Employees' Retirement System\) Form – MPERA](#)
  - Please fill out your membership form listing your beneficiaries. Please remember their date of birth and social security numbers are required. *A HR staff member will need to witness your signature,*
2. Two forms of acceptable identification/documents to verify eligibility of employment.
  - Page 3 of the I-9 lists the [acceptable documents](#) you can bring for verification. **Remember to bring these documents on your first day.** *Please keep in mind that all documents must be unexpired.*

Additional Resources:

- [Benefits at a Glance](#) – Information concerning health benefits will be provided in detail at the New Employee Orientation.
- [Summary of Benefits](#) – A hard copy of this document is available upon request.
- [Payroll Schedule](#)