

Congratulations on your new position with the City of Missoula.

Please fill out the forms and email to <mailto:hrnewhire@ci.missoula.mt.us>.

To digitally sign, please download, and/or open forms with Adobe PDF Reader.

- [Montana W-4](#)
- [Federal W-4](#)
- [Decedent's Warrant](#) – 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.
- [Direct Deposit](#) –Please provide voided check or notice from your bank for verification. Direct Deposit cannot be processed without the proper verification.
- [Employee Records Form](#)
- [Electronic Paystub Authorization](#)
- [Self-Identification Form](#)

Please bring these forms and documents below to the HR department on your first day of Employment

- [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*
- We have provided page 3 of the I-9 which list the [acceptable documents](#) you should bring for verification. **Remember to bring your 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 with your New Employee Orientation packet. HR will provide you with this packet soon after your start date.
- [Summary of Benefits](#)
- [Prior Employment Certification](#) - Please fill out if you have been previously employed by a Montana Public Service entity.
- [Payroll Schedule](#)

Welcome and we look forward to seeing you.