

Employee Chapter Stipend Form

The following form must be completed by both the chapter member and the chapter treasurer the first time a stipend will be paid to a chapter member. See notes on page 2, also.

Chapter Member - Nine steps

- A** 1. Fill in Chapter, Date, Member Name
- B** 2. Fill out a W-4 form.
- 3. Optionally, Fill out an M-4 form (optional, see directions in B).
- 4. Fill out Section I only of the I-9 form.
- C** 5. Obtain ORIGINALS of the documents in ONE of the five choices of documentation for the I-9 form. There are other choices especially for non-citizens. See the I-9 form documentation.
- D** 6. Optionally, obtain a Voided personal check if you want direct deposit to a checking account. This check will provide the MCCC's payroll service with the required routing number for direct deposit.
- E** 7. Make copies of all of this material for your records.
- 8. Make an extra copy of your I-9 Documentation to leave with the Chapter Treasurer.
- 9. Bring all of this material to your Chapter Treasurer.

A CHAPTER: _____ DATE: _____

MEMBER NAME: _____

Check here when done	Items 1, 2, 3 are available at http://mccc-union.org/Stipend	Directions
	W-4 Federal Income Tax Withholding Form	Fill in the bottom part only, Items 1 - 7.
<i>optional</i>	M-4 Massachusetts Employee's Withholding Exemption Certificate	You fill this out ONLY if your choices are different than the W-4
	I-9 Employment Eligibility Verification	Fill in Section 1 only

C	I-9 Documentation	See Notes 6 and 7 on page 2 of this form
<i>Check ONE box only</i>	I am presenting ORIGINALS of the following to the Chapter Treasurer. The treasurer will make copies and I will retain the originals.	
1	Current US Passport	
OR		
2	Current Valid Driver's License	AND US Issued Original or Certified Birth Certificate
OR		
3	Current Valid Driver's License	AND US Social Security Card
OR		
4	College ID card with Photograph	AND US Issued Original or Certified Birth Certificate
OR		
5	College ID card with Photograph	AND US Social Security Card

D	<i>optional</i>	Voided personal check IF you want direct deposit.	OPTIONAL - Supply if you would like automatic deposit of your stipend.
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Notes

1. FYI, the I-9 process is absolutely required by Homeland Security. You may have done this for the college as well, but it must be redone for another employer, such as the MCCC.
2. These items contain personal information. It is therefore suggested that this material be personally delivered to the Chapter Treasurer.
3. No stipend can be issued without all of this documentation. It is only required the first time you go on the MCCC payroll, except for changes or updates by you.
4. Normally a stipend can only be paid in the appropriate semester. No Fall stipend will be paid after the December payroll.
5. Payroll periods set by our provider end in March, June, September, December. We hope to get stipend payments to members in mid-November, and mid-April.
6. Employee will retain the original I-9 documents and the Chapter Treasurer will submit photocopies to the MCCC office.

The accompanying documents must be personally presented to the Chapter Treasurer. copies made, and all the documents sent to the MCCC office by October 1 in the fall, and March 1 in the spring. Please see the notes on page 2.

Chapter Treasurer

1. Inspect and verify the original documents for the I-9 Documentation.
 2. Retain originals of the
 - a. W-4
 - b. M-4 (if any)
 - c. I-9 form with Section 1 filled out,
 - d. voided check (if any)
 3. Retain copies of the I-9 Documentation.
 4. Fill out Section 2 of the original I-9 form.
 5. Mail or otherwise transport the material from steps 2, 3, 4 to the MCCC office. Because this material is personal you should either mail using certified mail, or have your chapter director personally bring the material to a Board meeting.
 6. The deadlines are October 1 in the fall, and March 1 in the spring.
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Where to get the forms

The best way to get up-to-date versions of forms is at official government websites.

I-9 Employment Eligibility Verification <http://www.uscis.gov/portal/site/uscis>

W-4 Employee's Withholding Allowance Certificate <http://www.irs.gov/>

M-4 Employee's Withholding Allowance Certificate, Massachusetts
<http://www.mass.gov/dor> (Department of Revenue)

Useful Links For I-9 Documentation

1. Get an official copy of your Birth Certificate:
<http://www.cdc.gov/nchs/w2w/massachusetts.htm>
2. Get an official copy of your Social Security Card
http://ssa-custhelp.ssa.gov/cgi-bin/ssa.cfg/php/enduser/std_adp.php?p_faaid=251
3. Get a passport <http://www.usps.com/passport/>
4. Get a replacement copy of your Massachusetts drivers license.<http://www.mass.gov/rmv/>

Please contact Phil Mahler with questions or concerns.

Treasurer@mccc-union.org Office phone is 508 890 6688 (Worcester) and
978 405 2531 (Home office).