

Midtown Paperwork Cheat Sheet

- I9 Form
 - Attach forms of ID before submitting
- DC Wage Form
 - Fill and sign
- WOTC Questionnaire
 - Fill and sign
- Direct Deposit Form
 - Fill and sign
- Attach Direct Deposit Confirmation
 - Attach information with account number and routing number before submitting
- DC Paid Family Leave
 - n/a agree
- Emergency Contact Form
 - Fill and sign
- Midtown Employee Agreement 2023
 - n/a agree
- DC Withholding Form
 - Fill and sign
 - #4 write EXEMPT – Yes, full time student
- W4 Federal Tax Form
 - Fill and sign
- DC Sick Leave Notice
 - n/a agree
- COVID Vaccine Status Form
 - Fill and sign
- Midtown 401k Announcement
 - n/a agree
- Midtown 401k Employee Enrollment Steps
 - n/a agree
- Midtown Transit Benefits Policy
 - n/a agree
- EEO/AA Post Offer Voluntary Self-Identification Information
 - Fill and sign
- Voluntary Self-Identification of Disability
 - Fill and sign
- Midtown Medical Package
 - n/a will stay unsubmitted.