



# PAYROLL PACKET

## CHECKLIST!

Payroll packets can be confusing sometimes. Here's a "cheat sheet" to help you complete the packet correctly and efficiently. Please email [dan.aliperto@ci.stpaul.mn.us](mailto:dan.aliperto@ci.stpaul.mn.us) if you have any questions. Thanks!



| Things to Gather Ahead of Time   | Why?   |
|--|--|
| ID's   | We will need front/back copies of each ID, so make sure to check out the ID's page so you know what you need.  |
| Your banking information   | If your earnings are going into your own bank account, you'll need to provide a blank check or a "letter of account verification" from your bank.  |
| Your Social Security Number  | If not using a Social Security card as a form of ID, you will still need to know your Social Security number for multiple forms in this packet.  |
| Your Tax Withholdings or Exemptions  | Check with an adult (parent/guardian/advocate) to see if you should file for exemption or not. According to the W4 form, if another person can claim you (on their taxes), and you will earn more than \$1050 this year, you cannot claim exemption.   |
| Things to Pay Attention To   | Especially These Parts!  |
| The Employee Eligibility Verification Form   | In the middle of the page, you will check 1 of 4 boxes. If you check the 3rd or 4th box, you will need to provide the registration number.   |
| The W4 form  | If you are filing for exempt, leave "Line 5" completely empty, and write "Exempt" in "Line 7." If you put a "Zero" or a "0" in Line 5, you will pay the highest tax rate.  |
| The Minnesota Employee Withholding Allowance/Exemption Form  | If you wrote "Exempt" on Line 7 of the W4, you will need to complete this page.  |
| The City of Saint Paul Authorization Agreement for Electronic Transfer of Funds Form                 | The City of Saint Paul no longer issues paychecks. If you have your own bank account, you will have to provide a blank check or a "letter of account verification" from your bank. You won't be able to write in your own bank account info without the blank check or the verification form. If you don't have a bank account, you will check the box for "Focus Payroll Card" and will be issued a FOCUS card that your "paychecks" will be loaded on to. This card can be used similar to a debit card. It will only store the money on it that you have earned - you cannot spend money that isn't in the account. |
| A Reminder About ID's  | Seriously, It's Really Important!  |
| We will need copies of the Front and Back of the ID's that you submit (per the document about ID's). | 90% of the reasons payroll packets aren't accepted is because of incorrect ID's. Please make sure you carefully read the document about ID's and ask questions if you're unsure.   |
| Send Your Completed Packet To:   | Right Track c/o Asha Shoffner  |
| By Fax: 651.292.7311.  | In person: 25 West 4th Street #400, Saint Paul MN 55102  |
| Questions?   | Ask your soon to be supervisor or send an email to <a href="mailto:Payroll-Tass@ci.stpaul.mn.us">Payroll-Tass@ci.stpaul.mn.us</a> and <a href="mailto:dan.aliperto@ci.stpaul.mn.us">dan.aliperto@ci.stpaul.mn.us</a>   |