



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 before your first day. To digitally sign, please click on the document name to download, and/or open forms with Adobe PDF Reader.

Decedent's Warrant	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>
Direct Deposit	<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>
Electronic Paystub Authorization	REQUIRED
Employee Records Form	REQUIRED
Federal W-4	REQUIRED
Montana W-4	REQUIRED
Self-Identification Form	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](#)
 - PERS is an optional benefit for employees who work less than 960 hours in a fiscal year. You have the option to decline or elect to participate.
 - If you decline, simply fill out the relevant information on the PERS Optional Membership Election form.
 - If you elect to participate, please complete the PERS Form linked above (to elect membership) AND fill in the [PERS Beneficiary Designation Form](#).
 - When filling in your beneficiaries, please remember their date of birth and social security numbers are required. *An HR staff member will need to witness your signature on your first day of employment, so you should not sign this form until your meeting HR.*
2. Two forms of acceptable identification/documents to verify eligibility of employment.
 - Page 3 of the I-9 lists the [acceptable documents](#) you should bring for verification. **Remember to bring these documents on your first day.** *Please keep in mind that all documents must be unexpired.*

Additional Resources:

- [Payroll Schedule](#)