

South Carolina
Financial Management Services
1 Cabot Road; Suite 102
Medford, MA 02155

SOUTH CAROLINA FINANCIAL MANAGEMENT SERVICES PPL EMPLOYEE CHECKLIST & INFORMATION PACKET



Welcome to Public Partnerships, LLC!

In order to assist you in hiring employees, we are providing you the checklist below that identifies the necessary documents and information that describes each form. Please review each form with each employee, and have him/her sign where applicable. Also, please make sure you sign all forms that require your signature as an employer.

- IRS Form W-4, Employee's Federal Withholding Allowance Certificate (signed by Employee)
- USCIS Form I-9 Form, Employment Eligibility Verification (signed by Employee and Employer)
- Application for Tax Exemptions (signed by Employee)

All forms should be returned to PPL at 1 Cabot Road; Suite 102, Medford, MA 02155

- EFT - Electronic Funds Transfer Application Form

Important: To avoid delay in payments, please make sure all forms are completely filled out and signed by both you and your employee where applicable.

If you have any questions, please contact your local CLTC office.