



OVER 100 YEARS OF BUILDING TORAH

Dear Staff,

If you are returning to TA as an employee next year, enclosed please find the required employment forms needed to re-enroll you into the payroll system. We are pleased to inform you that the Executive Board has authorized a 1.5% raise for the school year 2018-19. Attached and on-line at, <http://talmudicalacademy.org/faculty>, you will find the following forms and documents that need to be completed. The Employee Handbook and Conduct Policy are also available at this site. New this year, we will be offering direct deposit. **I WILL NEED A VOIDED CHECK.** Please note that this process is being implemented early again this year – please complete and submit the forms as soon as possible, but no later than July 13, 2018.

Forms Below must be submitted by all employees

- CJIS Information Form - with a copy of your Driver's License or valid Passport
- State (MW 507) and Federal (W4) Tax Forms

Forms Below must be submitted if applicable

- Parsonage Application Form (Parsonage eligible employees only)

Forms to Enroll in Optional Benefits

- BASE Enrollment Forms – elective to deduct (pre-tax) out-of-pocket expenses for **dental and vision only** and/or **dependent care expense**
- Enrollment form and rates in non-employer sponsored Dental Plan – elective to join TA's dental plan and deduct (pre-tax) premium payments
- Deduction Authorization Form - detailing your list of voluntary deductions from your salary
- As you may recall, TA offers a 403(b) retirement plan that you may start at any time. TA will match your contribution, up to 1.5% of your taxable salary, after 6 months of employment. If you are interested in enrolling in this plan, please see me for the information and the enrollment package and form.

In an effort to avoid inconvenience for our faculty, I will once again be meeting with employees this year by appointment only. To set up an appointment, please visit <http://signup.com/go/94FvjB>.

If you have any questions in the interim, please call me at 410-484-6600 x 304.

Looking forward to a great year...

Sandy Guttenberg