



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

Returning Sunshine Employee 2026

1. I need to change my Federal W-4 Tax Withholding _____ Yes _____ No

If yes, please complete this form <https://storage.googleapis.com/juniper-media-library/117/2024/12/fw4.pdf>

2. I need to change my State M-4 Tax Withholding _____ Yes _____ No

If yes, please complete this form <https://www.townofmedway.org/human-resources/files/m4>

3. I need to change my Direct Deposit Information from Last Year _____ Yes _____ No **

If yes, please complete this form and return it with a **voided check** or **bank-issued direct deposit form**.
https://storage.googleapis.com/juniper-media-library/117/2024/08/direct_deposit_agreement_form.pdf

_____ Initial I have been provided with the Town of Medway's Personnel Policy.
https://storage.googleapis.com/juniper-media-library/117/2025/02/medway_personnel_policy_8-2024.pdf

Print Name

Signature

Date

**Failure to provide correct payroll information will result in an unavoidable delay in payroll processing.