



**Oprandi**  
Staffing Solutions

**City and School District  
Withholding Tax and Check  
Handling Form**

Name: (print) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Local taxes – Oprandi Staffing Solutions withholds local income tax for the city where you are working. **YOU ARE RESPONSIBLE FOR PAYING THE LOCAL INCOME TAXES TO THE CITY IN WHICH YOU LIVE.**

I live inside a **SCHOOL DISTRICT** that requires a school district tax withholding.

- Newark – SD4507
- Licking Valley – SD4506
- Northridge – SD4509
- Southwest Licking – SD4510
- Other \_\_\_\_\_

**Check handling**

I wish to have my paycheck **MAILED** in the early mail Friday.

I wish to **PICK UP** my paycheck on **Friday** between **8 am and 5 pm** at Oprandi Staffing Solutions. I understand that: **CHECKS MUST BE PICKED UP IN PERSON AND THAT NO CHECKS WILL BE GIVEN TO A SECOND PARTY – NO EXCEPTIONS!**

Checks not picked up by 5pm Friday will be mailed.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_