



Welcome to SPIRITUS!

My name is Jackie Weninger, and I am the Bookkeeper & Human Resources contact at Mount Tabor Center, home of SPIRITUS. Before your SPIRITUS training begins, please complete the four payroll forms and email them to bookkeeper@spiritusministries.org or share them to me via google drive at the same address.

- 1.) **New Employee Information Sheet**
- 2.) **Direct Deposit Authorization Form**
- 3.) **I-9** - **Please fill out section 1 and sign it.**
 - **Bring your ID documents, or you can email if you prefer**
 - Usually, people use their passport only OR both driver's license and social security card.
- 4.) **W4** - **You only need to fill out the first page.**
 - Select appropriate box in step 1, box c, then sign and date.
 - For extra withholding (uncommon for missionaries), see step 4(c).

If you are uncomfortable sharing electronically, please let me know you will wait to bring your completed forms along with your I-9 ID when you arrive.

I look forward to hearing from you and meeting you! Please let me know if you have any questions!

Jackie Weninger
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