



Recreation Resource Management of America, Inc.
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Important Memo

To: ALL EMPLOYEES
From: RRMofA, HUMAN RESOURCES
Date: 2021 SEASON
Re: TAX AND PAYROLL INFORMATION

ALL NEW Employees will need to fill out this entire packet. All paperwork needs to be back to the corporate office as soon as possible but at least 1 week before your duties begin. Pay dates are the last day of the month. If you arrive at your assigned position after the cut off (two days before payday), we will prorate your pay for the days worked and add it to next month's payroll.

Returning Employees will need to fill out this entire packet as well, this is to include a new W-4 and Arizona Form A-4 (if working in the state of AZ) each year.

Each form needs to be filled out as listed below:

- **Form W-4** Only the employee who will receive the payroll needs to fill out this form. If you would like to split the pay please indicate on the bottom of the form how you would like the pay to be split. In which case both parties will need to fill out a W-4 form.
- **Form I-9** This is an employment eligibility verification form and all employees must submit this form. We do report to the state for all hires as required by law. **PLEASE SUPPLY THE CORRECT FORMS OF IDENTIFICATION FOR THE SECOND PAGE AS WELL AS SEND A COPY OF THEM WITH YOUR PACKET. YOU MUST HAVE THE CORRECT FORMS OF IDENTIFICATION IN YOUR EMPLOYEE FILE. DO NOT FILL OUT PAGE 2 OF THE I-9, THIS IS FOR THE EMPLOYER TO FILL OUT.** We will not process payroll without this information properly documented. Both parties (if there is a partner) have to fill out a I9.
- **State Form Arizona A-4** Only employees working in the state of Arizona and receiving a paycheck will need to fill out this form.
- **Colorado State Withholding** Colorado does not have an actual withholding form. They base your state withholding on your federal W-4 exemptions. If you want **NO** Colorado state withholding, you must put that on your W-4 form. Please note on the bottom of the federal W-4 form "**NO CO WITHHOLDING**".
- **Idaho State Withholding** Idaho does not have an actual withholding form. They base your state withholding on your federal W-4 exemptions. If you want **NO** Idaho state withholding, you must put that on your W-4 form. Please note on the bottom of the federal W-4 form "**NO ID WITHHOLDING**".

- **Direct Deposit** RRMOFA will no longer be issuing paper checks. Please use this form to fill out direct deposit information. As the form states, you MUST send a voided check or a copy of one with this packet. If we do not receive a voided check you will be issued a Global Cash Card. Details about the Global Cash Card are included in this packet. If you wish to split your pay into two separate bank accounts please submit two of these forms.
- **Paystubs** All check stubs will be sent via e-mail each pay period whether you have direct deposit or a Global Cash Card. Paystubs will no longer be mailed or faxed. Unless a working email is provided a paystub will not be forwarded to you. **RRMOFA will not send paystubs to managers.**
- **Uniform Requisition** New employees will be issued 3 shirts either khaki button up (if interacting with the public) or t-shirts as indicated on the form as well as 1 vest (as applicable) and any style hat. Returning employees uniforms should have been bagged up at the end of last season and kept on RRMOFA's property. These should be available for you once you get to your assigned location. If you are changing campgrounds this season please make sure to contact your Area Manager to arrange for your uniforms to be sent to you. If any of the uniforms need to be replaced due to wear and tear, we will issue new uniforms once we have the olds ones back.

Sweatshirts and jackets are available to purchase but are purely optional. The jackets can be embroidered with your name on them so please indicate in the remarks column on the form the name you want embroidered. If you wish to order either one, please attach a check or money order to your request for proper processing. We will not be able to take this cost out of your paychecks.

- **Vehicle Fleet Safety Policy** Only employees who will be issued/driving a vehicle need to fill out this form. If for any reason our insurance company will not cover you as a driver you will be required to obtain your own insurance on the vehicle assigned to you. Golf carts are not included unless it is registered with the state.
- **Job Descriptions** Job descriptions will outline all duties and expectations per designated site or job duty. It will also detail contract and pay details. This form will need to be read by all parties and signed, as well as signed by your Area Manager before being returned into the corporate office.

Payroll can only be processed once we have all the proper documentation and identification on all employees. Until we have all of the required forms (by state law) we cannot process you on payroll. If you would like to be paid on time please have this paperwork back to the corporate office by fax at 928-537-8380, mail, or email at wdewitt@rrmofa.com as soon as possible.

HAPPY CAMPING!!!