

Ontario Local School District
Substitute Teacher – Hire Packet

Welcome to Ontario Local School District. This check off list will assist you with all the paperwork that is needed for payroll. If you have further questions, please call my office at 419-747-7177 or email weithman.deanna@ontarioschools.org . COMPLETE all forms and return to the Treasurer’s office, building secretary OR scan forms and email to the address above.

Forms required: Please return to Treasurer’s Office.

- Application
- Employee Information Sheet
- Ohio State Tax Form – IT4
- Federal Tax Form – W4
- I-9 Form – USCIS – attach social security card copy and driver’s license
- Ohio New Hire Reporting Form
- STRS – New Hire Form
- STRS – Reemployed Retiree Notification (STRS Retirees only)
- SSA-1945 Form
- HB-66 Acknowledgment Form
- DD Form 214 (Military Service Members Only)
- Direct Deposit Form – all substitutes must participate in direct deposit program

Optional forms to print or view:

- Annuity List
- Annual 403(b) Plan Eligibility Notice
- Ontario Payroll Schedule and Calendar
- Marketplace Coverage Options – ACA
- AESOP Coverage Options
- AESOP Multi-User Guide