



PCA Hiring Forms (To be sent to the F.I. Department)

What does the Fiscal Intermediary (F.I.) Department do?

- **Approve to Pay**
- **Pay Taxes**
- **Pay Workers' Compensation**
- **Pay Unemployment**
- **Process Legal Forms** *needed for you to become a business*
- **Process Payment when a PCA attends Orientation**

Forms to send to the F.I. Department when hiring a PCA:

- **W-4**
- **I-9**
- **PCA Signature Form**
- **Direct Deposit Application**
- **Electronic Timesheet** *(if appropriate)*

Go to: <http://tempusunlimited.org/form-generator>

Fax, mail or drop prior to your PCA's first day of work.

Paperwork can also be filled out online with PaperWorker

Go to: <https://paperwork.masscp.org/>

Completing New Hire Paperwork online will help to eliminate errors.

Fax:

1 (800) 359-2884

Address:

Tempus Unlimited, Inc.
600 Technology Center Drive
Stoughton, MA 02072



Form Generator

Please select from the dropdown list below. This list is separated into categories according to the type of forms you need.

Form Type

I need New Hire Paperwork for FI

[PCA Signature Form \(English/Spanish\)](#)

[PCA Signature Form Sample \(English/Spanish\)](#)

[Direct Deposit Form \(English/Spanish\)](#)

[Direct Deposit Sample \(English/Spanish\)](#)

[Debit Card Enrollment Form \(English\) Print duplex](#)

[Debit Card Enrollment Form Sample \(English\)](#)

[Debit Card Flyer \(English\) Print duplex](#)

[Debit Card Pre-Acquisition Disclosure \(English/Spanish\) Print duplex](#)

[W4 \(English\) - Please print double sided \(duplex\).](#)

[W4 Sample \(English\) - Please print double sided \(duplex\).](#)

[W4 \(Spanish\) - Please print double sided \(duplex\).](#)

[W4 Sample \(Spanish\) - Please print double sided \(duplex\).](#)

[I9 Form](#)

[I9 Instructions](#)

[I9 Sample \(English\)](#)



PaperWorkr - Tempus Unlimited, Inc.

Use Paperworkr to create and printout your new hire packet

Are you new to Paperworkr?
Employee/PCA/Worker Last Name <input type="text"/>
Employee/PCA/Worker Date of Birth <input type="text"/>
<input type="button" value="Create New User"/>

Search for previously entered data:
Last Name <input type="text"/>
Date of Birth <input type="text"/>
Paperwork number <input type="text"/>
<input type="button" value="Search for Existing User"/>