

**ALL INFORMATION IS REQUIRED. COMPLETE ALL FIELDS. PLEASE PRINT OR TYPE. RETURN TO MERION RESIDENTIAL HR WITHIN 48-BUSINESS HOURS OF RECEIPT AT CONTACTHRP@MERIONRESIDENTIAL.COM OR FAX TO (610) 537-5094.**

## REQUESTED INFORMATION

Last Name:  Middle Initial:  First Name:

(If applicable) Please indicate if you are a Sr., Jr., II, etc.  Sr.  Jr.  I  II  Other (List):   
*(i.e., Robert Johnson, Sr., or Joseph Smith, III).*

Preferred First Name:  Personal Email Address:   
*(Nickname)*

Primary Phone Number:  Work Location:   
*(Include Area Code)* *(Property / Department)*

Please provide your federal filing status for federal income tax purposes. You will also be required to complete a Form W4 as part of the onboarding process in the HR/payroll system: *(Only make 1 selection. Federal filing status information & definitions: <https://www.irs.gov/filing/filing-status>.)*

Single  Married Filing Jointly  Married Filing Separately  Head of Household  Qualifying Surviving Spouse.

Did a Merion Residential employee refer you for your position?  No  Yes *(List the employee's name):*

To your knowledge, did the recruiting ad for your position include a Sign-On Bonus incentive?  No  Yes

Merion Residential employees are issued company apparel. Please provide your shirt size so that your workplace apparel may be ordered. For assistance with gender neutral sizing, please contact Human Resources.

Men's  Small  Medium  Large  Ex-Large  Other (List):

Women's  Small  Medium  Large  Ex-Large  Other (List):

**Notice for Maintenance Team Members:** All Maintenance team members should supply their own hand tools for use during the workday, as explained in the Universal Maintenance Safety & Tools Acknowledgement form that will be provided with the other HR/employment documents. The tools are considered the personal property of the employee and the company assumes no responsibility or liability for these items.

### Notices

- Within 48-business hours of when your completed Setup Form is returned to HR, you will receive a separate email message from [systemmessage@paycomonline.com](mailto:systemmessage@paycomonline.com).
- Upon receipt of the Paycom system email, please access the link to login to complete your initial HR/payroll system set-up in the company's HRIS, Paycom. Please complete this process promptly to avoid payroll set-up and processing delays.
- Questions? Contact HR at [ContactHRP@MerionResidential.com](mailto:ContactHRP@MerionResidential.com).

## EMPLOYEE AUTHORIZATION

By signing below, you attest that the information provided is true and accurate. This document is not an employment agreement. Merion Residential is an at-will employer. You understand that you will input other personal demographic, tax/banking, and employment-related data into the company's HR/payroll system. You attest that you will only provide true and accurate information to the company, including in all business systems. You understand that your personal data may be shared with Merion Residential departments and other authorized business entities including, but not limited to HR, Accounting and IT. "Merion Residential" is the d/b/a for MRM Residential Management, LLC.

