

# WV Division of Administrative Services

1124 Smith Street, 2nd Floor, Suite 2100  
 Charleston, WV 25301

phone: (304) 558-2350 fax: (304) 558-4878

<b>PAYROLL</b>	
<b>New Hire</b>	
Temp	Permanent
please check one	

Submit this Cover Sheet along with the forms listed below to DAS at [DASHR@wv.gov](mailto:DASHR@wv.gov)

<b>Employee Name</b>		<b>Oasis ID#</b>	
<b>FACILITY</b>		<b>Hire Date</b>	

<b>Direct Deposit / Pay Card</b>	Check One		
	Direct Deposit		
	Pay Card		Faxed to Auditor's Epayments (304)340-5084

Oasis Document # for Direct Deposit: (NPD)*
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<b>TAXES</b>	<b>STATE TAX</b>						<b>FEDERAL TAX FORM</b>	
	please <b>circle</b> which state below							
	WV	KY	MD	OH	PA	VA	<b>W-4</b>	
If <u>not</u> WV, Certificate of Non-Residence must be completed						Received: _____		

Oasis Document # for Taxes: (TAX)*
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<b>Charleston User Fee</b>	<i>ONLY FOR EMPLOYEES WHO'S WORK LOCATION IS IN CHARLESTON, WV</i>	
Code: UFCHS	Check Box if Employee works in Charleston	(MISC)*

<b>Parkersburg User Fee</b>	<i>ONLY FOR EMPLOYEES WHO'S WORK LOCATION IS IN PARKERSBURG, WV</i>	
Code: UFPKB	Check Box if Employee works in Parkersburg	(MISC)*

<b>Wheeling User Fee</b>	<i>ONLY FOR EMPLOYEES WHO'S WORK LOCATION IS IN WHEELING, WV</i>	
Code: UFWHL	Check Box if Employee works in Wheeling	(MISC)*

## Required Payroll Forms

*\*Prior to sending to DAS for processing, please review the forms below for errors or missing information\**

<b>Employee Personnel Information Form</b> - check that name spelling, address(es) and social matches Oasis	
Oasis Direct Deposit or Paycard Form	
Federal Tax Form - W- 4	
WV State Tax Form - WV/IT-104 (if employee lives in West Virginia)	
If Employee <u>does not</u> live in WV, Tax form for Kentucky, Maryland, Ohio or Virginia (PA does not have one)	
<i>must also include WV Certificate of Non-Residence if State Tax is not WV</i>	