



Nantucket
**Lighthouse
School**

Personnel Checklist

Pay Periods Selection

I wish to be paid as follows:

- 22 pay periods OR
 26 pay periods

Benefits Check List

- FSA / FSA Dependent Care** election form (required each year you wish to participate)
 Health Plan (check if you wish to change status or add this benefit)
 401K (check if you wish to change status or add this benefit)
 Dental (check if you wish to change status or add this benefit)
 Life Insurance Beneficiary Form (required of all full time employees)

Contact Information throughout the summer

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Name: _____

Date: _____

Questions? Call Joan Alison Stockman, 508.228.0427.