



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608)837-2511
FAX (608)825-6879
Website www.cityofsunprairie.com

This letter contains important information about your interest in becoming an Election Official (*formerly called a Pollworker*) for the City of Sun Prairie. We rely heavily on our dedicated Election Officials and appreciate your interest in serving your community.

You will need to complete three (3) documents:

- **Election Official Application**
- **Payroll Direct Deposit Authorization**
 - *All employees must be paid through direct deposit. If you would like to be paid for your time, you will need to complete this form and attach a VOIDED check.
 - *Volunteers do not need to complete this form or attach a voided check.
- **Official Oath** (the Clerk's Office provides notary services at no cost; however, you are welcome to use any notary that you choose)

These documents can be mailed to our office or dropped off in-person at 300 E Main St. Your information will be added to our Election Official database when we receive all completed paperwork and voided check. We will send out more information prior to each election.

Sincerely,

Elena Hilby
City Clerk - City of Sun Prairie
300 East Main Street
Sun Prairie, WI 53590

Office: 608-837-2511 // Fax: 608-825-6879
Email: Voting@cityofsunprairie.com

Election Official Application

All eligible Election Officials for the City of Sun Prairie must reside in Dane County.

Please print clearly!

Full name _____

Address _____

Email: _____

Primary Phone: _____ Secondary Phone: _____
 Cell Home Cell Home

Check all the ways you are willing to receive election-related communication from the Clerk's Office:

Email Text USPS/Mail

I wish to volunteer my time and **not** receive compensation. Yes* No
**If you have marked Yes, you do not need to complete the rest of this form.*

I wish to receive compensation for my time. Yes* No
**If you have marked Yes, you must complete the rest of this form.*

Have you ever been an Election Official for the City of Sun Prairie? Yes No

Have you ever worked for the City of Sun Prairie? Yes* No

**If yes, which department and how long ago? _____*

If you are a new Election Official, and have never received a paycheck from the City of Sun Prairie, please provide the following information so you are able to receive compensation:

Social Security #: _____ (must be provided to receive a paycheck)

Date of Birth: _____

Are you a high school student in Dane County? Yes* No

**If yes, are you a student of Sun Prairie High School? Yes No*

Please mark any languages that you speak (other than English):

Spanish Hmong Other _____



City of Sun Prairie Payroll Direct Deposit Authorization

The City of Sun Prairie mandates that all employees participate in the direct deposit program.

Therefore, you must complete the form below and attach a voided check or bank verification letter.

Once you sign up for direct deposit, it is your responsibility to provide at least **two weeks** notice to the Human Resources Department if you wish to change accounts.

Please provide a valid email address to have your payroll notice emailed to you in a ***password protected file (last 4 digits of social security number)*** prior to payday. Please update the Human Resources Department if this ever changes.

Employee's Authorization – Please complete and return to the Human Resources Department.

I authorize you and the financial institution listed below to initiate electronic credit entries each payday, and if necessary, debit entries and adjustments for any credit entries in error to my:

Checking Account Savings Account # _____

This authority will remain in effect until I have cancelled it in writing.

_____		_____	
Financial Institution/Branch		Name (Please Print)	
_____	_____	_____	_____
City	State	Signature	Date
_____		_____	
Email address (work or personal)		Employee Number	

**ATTACH VOIDED
CHECK OR
BANK VERIFICATION
FORM HERE**

