Kimberly Zianno
Chief Administrative Officer

November 4, 2026

Dear Representative-Elect:

Congratulations on your election to the Ohio House of Representatives! We are pleased to welcome you to the 137th General Assembly. This letter will provide you with important personnel information.

The 2027 annual base salary for a member of the Ohio House of Representatives is $74,897.25. State Representatives are paid in advance for the whole month on the first business day of the month; therefore, your first paycheck will be issued on January 4, 2027. Your paycheck will be directly deposited into the financial institution of your choice.

To ensure that you are added to the House payroll in a timely manner, please return the forms listed below to Payroll, Benefits and Healthcare Specialist Officer Chynna Brady prior to New Member Orientation or bring them with you to orientation. I will be available, as will some House Administrative Office staff, to answer your questions during New Member Orientation (Nov. 17 - 19). Please refer to the New Member Orientation schedule for specific times dedicated to administrative issues. We will also be available during breakfast on Wednesday and on Thursday afternoon. If you prefer, you may contact Chynna Brady at 614-387-1399 to schedule a private meeting prior to New Member Orientation.

FORMS:

- **137th G.A. Member Information** – The information provided on this form is used to create your biographical page on the Ohio House of Representatives website. The form is also used to provide your emergency contact information that is kept confidential.

- **Employment Eligibility Verification (I-9)** – Please complete the form and bring in your driver's license and social security card or birth certificate. A valid passport is also acceptable. A full listing of acceptable documents is available on the back of the form. The Payroll Benefits and Healthcare Specialist Officer will need to see the *originals of the documents* (we cannot accept copies) and will make a copy to attach to the form.

77 S. High Street, 12th Floor, Columbus, Ohio 43215-6111
Kim.Zianno@ohiohouse.gov
Phone: 614-466-4308
Fax: 614-644-9494

- **Authorization for Direct Deposit of Pay** – The State of Ohio requires your paycheck be directly deposited into your checking or savings account. Return this form prior to or during New Member Orientation so we can process your January 2027 earnings and ensure you receive your January 4, 2027, deposit.

- **Federal W–4 Form** – Please complete the form indicating the number of allowances you want to claim for federal tax purposes.

- **Ohio Withholding Exemption Certificate (IT-4)** – Please indicate your public school district and the number of exemptions that you want to claim for state withholding purposes.

- **Authorization for Payroll Deduction Form for City Tax** – Please indicate the city in which you reside for local tax purposes. ORC 718.50 provides that members of the Ohio General Assembly pay taxes to their city of residence. However, if your municipality does not collect taxes, you will not have municipal taxes withheld. If you reside within a township, please indicate the name of the township in the "Payable To" section. You will not have taxes withheld if you live within a township.

- **Ohio Public Employee Retirement System (OPERS) Personal History Record / Elected Official Membership** – You are required to contribute to the Ohio Public Employees Retirement System (OPERS) unless this is your first time serving as an elected official. Only first-time elected officials may opt out of OPERS participation. However, if you elect not to join OPERS you must then contribute to Social Security. If you are a contributing member of OPERS, your monthly contribution will be 10% of your gross pay. The House of Representatives will contribute an additional 14%.

  You may be eligible to purchase 35% additional credit for your qualifying public service. If you are purchasing additional service credit through payroll deduction, you will need to contact OPERS at 1-800-222-7377 as soon as possible to arrange for the continuation of the purchase. Finally, if you are a retiree of one of Ohio's retirement systems, please let us know. There may be additional forms that need to be completed.

  Complete sections 1 and 2 of the form and sign section 3. You must use 01/01/2027 as the date in this section, as it is the date you are eligible and applying for OPERS membership. If you are electing to contribute to Social Security, you do not need to return this form but will need to notify Payroll, Benefits and Healthcare Specialist Officer Chynna Brady.

- **Statement Concerning Employment not Covered by Social Security** – If you want to participate in OPERS and not Social Security, this form notifies you that the job will not pay into Social Security and the non-covered earnings do not count toward future Social Security benefits.

- **Ohio Deferred Compensation** – This elective program allows you to invest money on a pre-tax or post-tax basis into a variety of funds set up by Ohio Deferred Compensation Program (Ohio DC). The maximum contribution amount for the year 2027 will be posted on the Deferred Compensation

website once the IRS releases the limit. If you are currently a participant in the deferred compensation program and would like to continue your deferrals, please contact Ohio DC at 1-877-644-6457 and select option 2. Arrangements should be made with OPEDC by December 1, 2026, if you would like a deferral for your January paycheck. Please note that the enclosed form is for the pre-tax option. The post-tax Roth 457(b) must be elected online at https://ohio457.org or by contacting Ohio Deferred Compensation at 877-644-6457.

- **Auditor of State Fraud Reporting-System Information** – This document notifies you of mandatory identification and prevention of fraud training and the applicable Ohio Revised Code sections.

- **Quarterly Mileage Reimbursement** – Members of the House of Representatives who live outside Franklin County are entitled to a travel reimbursement for mileage for up to one round trip per week between their place of residence and the Statehouse by the most direct route of public travel. The reimbursement is paid quarterly.

BENEFITS:

There are additional benefits for which Representatives are eligible to enroll. These enrollments are not open to you until January 1, 2027, or as otherwise noted. Listed below is a brief outline of each.

- **Medical, Dental and Vision Insurance** – If you decide to enroll in medical and/or dental and vision, your coverage will become effective February 1, 2027. You will not be able to begin the online enrollment process until January 1, 2027, and will have 31 days from the beginning of your term to complete enrollment or you may return the enclosed forms and supporting documentation to Payroll, Benefits and Healthcare Specialist Officer Chynna Brady. The state requires proof of eligibility to add dependents. Please see the additional enclosed materials, including the enrollment job aid.

- **Health Care Spending Account (Flexible Spending Account)** – You may set aside up to $3,400 a year on a pre-tax basis to pay for eligible medical, dental, and vision expenses not covered by insurance. You have 30 days from the beginning of your term to enroll. You may also do so during the open enrollment period which usually occurs in the fall.

- **Dependent Care Savings Account (Flexible Spending Account)** – This account allows you to pay for child and other dependent care expenses on a pre-tax basis. You may elect to have up to $7,500 deducted and placed in your spending account. As you incur expenses, you submit requests for reimbursement. You have 30 days from the date you take office to enroll. You may also enroll during the open enrollment period.

- **Limited Purpose Spending Account (Flexible Spending Account)** – If you participate in a High Deductible Health Plan (HDHP), you can maximize your savings by paying for eligible dental and vision expenses with a Limited Purpose Spending Account. You may elect up to $3,400 a year on a

pre-tax basis for this type of account. This enrollment needs to occur within 30 days from the date you take office.

- **Health Savings Account (HSA)** – This is an account that is funded by employer and employee contributions on a pre-tax basis to help pay for eligible medical expenses, including deductibles and coinsurance. This HSA is only available as part of the Ohio Med HDHP option and automatically comes with the HDHP; the two cannot be separated. This enrollment needs to occur within 31 days from the date you take office.

- **Supplemental Term Life Insurance** – You have 90 days from the beginning of your term to enroll. You may purchase coverage up to eight times your annual salary rounded to the nearest $10,000, not exceeding $600,000. In addition, spousal coverage up to $40,000 and child (under age 26) coverage up to $7,000 are available. Certain levels of coverage require evidence of insurability.

REMINDER: PLEASE BRING YOUR FORMS, ALONG WITH YOUR PASSPORT, DRIVER'S LICENSE, SOCIAL SECURITY CARD OR BIRTH CERTIFICATE, AND DIRECT DEPOSIT INFORMATION TO NEW MEMBER ORIENTATION.

Finally, for your convenience, the Administrative Office can produce a set of 125 temporary business cards for your use. These will identify you as a Member-Elect and you will receive new business cards once you are sworn in. If you wish to have temporary business cards, please fill out the form included in this packet and return it to Chynna Brady via mail or email. Please return the information by Monday, November 9, 2026, to ensure your temporary cards are available for pick up at New Member Orientation.

If you have questions about benefits or completing the forms, I encourage you to contact Payroll, Benefits and Healthcare Specialist Officer Chynna Brady at 614-387-1399.

Please also feel free to reach out to me with any questions. My direct line at work is 614-752-2436 and my cell number is 614-348-9423. Call anytime. We are here to make your transition into the House as seamless as possible.

We look forward to meeting you and assisting you with your administrative needs or questions, including payroll, benefits, personnel, office, equipment, and information technology (IT).

Sincerely,

Kimberly Zianno, J.D.
Chief Administrative Officer

Enclosures