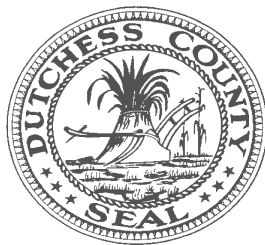


Erik J. Haight
Commissioner



Hannah Black
Commissioner

DUTCHESS COUNTY BOARD of ELECTIONS

2022 Intake Inspector Training Schedule

Contact John Tkazyik (REP) at 845-486-2472 (jtkazyik@dutchessny.gov) or Linda Hass-Manley (DEM) at 845-486-2721 (lhaasmanley@dutchessny.gov) to schedule a training class. Class size is limited; contact us as soon as possible to avoid being closed out of your first choice.

DATE	LOCATION	TIME
5/19 (Thurs)	Poughkeepsie Grand Hotel	8:30 AM
5/19 (Thurs)	Poughkeepsie Grand Hotel	11:30 AM
5/19 (Thurs)	Poughkeepsie Grand Hotel	3:00 PM
5/19 (Thurs)	Poughkeepsie Grand Hotel	6:00 PM
9/13 (Tues)	Poughkeepsie Grand Hotel	8:30 AM
9/13 (Tues)	Poughkeepsie Grand Hotel	11:30 AM
9/13 (Tues)	Poughkeepsie Grand Hotel	3:00 PM
9/13 (Tues)	Poughkeepsie Grand Hotel	6:00 PM
10/5 (Wed)	Poughkeepsie Grand Hotel	8:30 AM
10/5 (Wed)	Poughkeepsie Grand Hotel	11:30 AM
10/5 (Wed)	Poughkeepsie Grand Hotel	3:00 PM
10/5 (Wed)	Poughkeepsie Grand Hotel	6:00 PM
11/7 (Mon)	BOE Warehouse	1:00 PM

Poughkeepsie Grand Hotel: 40 Civic Center Plaza, Poughkeepsie, NY 12601 (There is **FREE** parking at the hotel. Please use the parking garage attached to the hotel).

Board of Elections Warehouse: 253 N. Grand Ave., Poughkeepsie NY 12603

Each class is approximately **2 hours**. Please arrive 15 minutes prior to start time as class will start promptly and **late arrivals will not be admitted** and will have to reschedule.

New hires will need to bring **two forms of acceptable ID to class**, which includes a driver's license **AND** social security card **OR** passport, as you will have new hire paperwork to complete.

ALL HIRES: Please complete a **2022 W4 Form** and either **RETURN TO BOARD OF ELECTIONS PRIOR TO TRAINING OR BRING WITH YOU TO CLASS. IT IS IMPERATIVE THAT WE HAVE A 2022 W4 ON FILE TO ISSUE PAYMENT.** We need a new form from you every year.

W-4: Print **NEATLY**. Complete **STEP 1, include your Social Security Number** in the upper right corner of Step 1. Use your correct MAILING address. You do **NOT** have to fill out Steps 2-4. Sign and date the form. It is **very important** that your SSN is correct and legible.

