



## VDC Reference Waiver

**DATE:**

**PERSONAL CARE ATTENDANT NAME:**

**VETERAN EMPLOYER NAME:  
(Or Designated Representative)**

**This is to verify my selection of the above referenced candidate to serve as my Personal Care Attendant.**

**I have known the candidate and verify his/her knowledge, skill and ability to serve as my Personal Care Attendant.**

**I do not want 406 as Fiscal Agent to conduct additional references checks for this individual.**

---

Veteran (or Designated Representative) Signature

Date

**T 406.239.2591 F 406.541-7725**

**PO Box 7008 | Missoula, MT 59807-7008**

***Email [payroll@406llc.org](mailto:payroll@406llc.org)***

# Veteran Directed Care Employment Agreement

The following terms stated in this agreement apply to:

VETERAN/DESIGNATED REPRESENTATIVE (DR) \_\_\_\_\_

PERSONAL CARE AIDE (PCA) \_\_\_\_\_

## Terms used in this document:

Veteran Employer: Is the Veteran enrolled in the VDC Program or their Designated Representative. They are considered the Employer of Record and are responsible for hiring, training, scheduling, and managing their PCAs.

Personal Care Aide (PCA) Is the Employee hired by the Veteran Employer. The Veteran believes that there is a good fit between the PCA's skills and interests and the Veteran's needs.

406 Financial Services Is the Fiscal Agent designated by Central Washington Disability Resources. They provide fiscal management services on behalf of the Veteran Employer listed above. These services include: enrolling approved employees, processing payroll, performing State and Federal withholdings and reporting, and procuring Workers Compensation and Unemployment Insurance.

Central Washington Disability Resources: Is the provider agency for the VDC Program. They oversee adherence to all program policies and procedures.

## Offer

The Veteran Employer is pleased to offer the Employee a position as Personal Care Aide to provide attendant care services to the Veteran Employer.

**WAGE:** \_\_\_\_\_ per hour

This date is contingent on the Veteran Employer's enrollment in the Veteran Directed Care Program, approved Service and Support Plan, and compliance with Central Washington Disability Resources Veteran Directed Care policies and regulations.

**Probationary Period:** The initial six months of employment is considered the probationary period. The probationary period is a time for a new employee to evaluate his/her position, to determine if they are a good match, and for the Veteran Employer to evaluate an employee's suitability for ongoing employment. During the probationary period, an employee may be discharged at any time with or without cause or advance notice.

**Overtime:** The Employee and Veteran Employer are **NOT** permitted to schedule or work overtime hours without first receiving prior authorization from the Care Coordinator. Overtime is considered over 40 hours in a work week. 406 Financial Services is not authorized to pay Employees for time that exceeds

the number of hours approved in the Veteran Directed Care Service and Support Plan. The work week is Sunday through Saturday. Keep in mind some work weeks will bridge pay periods.

**Benefits:** No benefits are provided under this agreement

**Reimbursement Policy:** There is no reimbursement for miscellaneous costs incurred while providing services.

**Confidentiality:** Upon receipt of information relating to the Veteran Employer, the Employee will become a holder of confidential data. This Employee agrees to use confidential data as required by the program and solely for carrying out his/her responsibilities under this agreement.

**Records:** Employee records will be maintained by 406 Financial Services as the Fiscal Agent and are available to the Veteran Employer and Employee upon request during normal business hours.

406 Financial Services as the Fiscal Agent will provide Verification of Employment services on the Veteran Employer's behalf, upon request.

**Indemnification:** The Employee agrees to indemnify and hold Central Washington Disability Resources and/or 406 Financial Services as the Fiscal Agent and its principals, agents, and subcontractors harmless for all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Central Washington Disability Resources and/or 406 Financial based on any act or omissions of the Employee and/or Veteran/Employer in carrying out their individual responsibilities under this agreement.

**This agreement should not be considered as a contract of employment for any definite period of time or the guarantee of any particular rules, policies, procedures, or terms and conditions of employment.**

The offer described above is contingent upon the satisfactory completion of all employment related paperwork and satisfactory results of your reference and background checks.

ACCEPTED BY VETERAN/EMPLOYER

---

SIGNATURE

DATE

ACCEPTED BY EMPLOYEE

---

SIGNATURE

DATE

## Personal Care Needs Inventory (Addendum A)

The Veteran Employer shall determine the mix of services they require. The PCA will place a check mark by the duties they are willing and able to complete. Both parties agree to the following tasks checked below:

|                                           |  |
|-------------------------------------------|--|
| Dressing                                  |  |
| Grooming                                  |  |
| Bathing                                   |  |
| Eating                                    |  |
| Bed Mobility                              |  |
| Transferring                              |  |
| Lifting (wheelchair, groceries, O2, etc.) |  |
| Walking                                   |  |
| Toileting                                 |  |
| Running Errands                           |  |
| Transportation                            |  |
| Laundry                                   |  |
| Change Bedding                            |  |
| Dishes                                    |  |
| Taking out Garbage                        |  |
| Mopping/Vacuuming/Sweeping/Dusting        |  |
| Accompany to appointments                 |  |
| Bill pay/money mgmt.                      |  |
| Medication Reminders                      |  |
| Grocery Shopping                          |  |
| Socialization                             |  |
| Meal Prep                                 |  |

**By signing below, both parties acknowledge the following:**

- **Universal Precautions:** I have received information regarding universal precautions and personal protective equipment (PPE). I accept the responsibility to manage my personal safety if I choose to decline the use of PPE's.
- **OSHA Standards:** I have been advised of OSHA regulations regarding vaccination for Hepatitis B. I accept responsibility for declining or accepting vaccination. I will notify my employer if I want the vaccine.
- **Personal Care Needs Inventory:** I am willing and able to complete the tasks that have been marked. Additionally, at this time, I do not have any medical restrictions that limit my ability to safely complete the tasks marked above.

**Veteran Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PCA:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DISCLOSURE AND AUTHORIZATION FORM

(Applicant to receive copies of Disclosure/Authorization and retain pages 3 - 6 of this document)

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

406 Financial Services ("The Agency"), as fiscal agent for the Veteran Directed Home and Community Based Services program, will procure a consumer report and/or investigative consumer report on you in connection with your employment or volunteer application. **Sterling Infosystems, Inc.** ("Sterling Talent Solutions"), a consumer reporting agency, will obtain the report for the Agency. Further information regarding Sterling Talent Solutions, including its privacy policy, may be found online at [www.sterlingtalentsolutions.com](http://www.sterlingtalentsolutions.com). Sterling Talent Solutions is located at 19910 North Creek Parkway, Suite 200, Bothell, WA 98011, and can be reached at (877) 982-9888.

The report may contain information about your character, general reputation, personal characteristics, and mode of living and/or credit standing. The report may include but is not limited to: social security number trace, authorization to work checks, criminal records checks, civil record checks, financial information and credit checks (Experian U.S. Credit), federal record checks, public court records checks, driving records checks, drug tests, physical tests, educational records checks, employment history verification, references checks, sanction, licensing and certification checks. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report from the Agency.

The Agency is furnishing you with a summary of your rights under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission along with required state law notices in states where applicable.

### AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

I have carefully read and understand this Disclosure and Authorization form. I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" and any applicable state or local notices of rights provided with these documents. I have had the opportunity to review my rights. By my signature below, I hereby consent to the preparation of background reports regarding me provided by Sterling Talent Solutions, and to the release of such reports to the Agency and its designated representatives for the purpose of assisting the Agency in making an employment decision involving me to the extent permitted by law. I understand that if the Agency hires me, my consent will apply throughout my employment.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Agency by me before or during my employment or contract assignment, if any, may be utilized for the purpose of obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize, without reservation, any state or federal law enforcement agency or courts (federal/state/local), learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the Agency.

---

**Signature**

**Date**

---

**Printed Name**

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The following information is for identification purposes only.  
Please print clearly

| Last Name | First Name | Middle |
|-----------|------------|--------|
|-----------|------------|--------|

List all other names used, including maiden name

| Date of Birth* | Social Security Number |
|----------------|------------------------|
|----------------|------------------------|

| State ID/Driver's License # | State Issued |
|-----------------------------|--------------|
|-----------------------------|--------------|

Current Physical Address

| City | State | Zip |
|------|-------|-----|
|------|-------|-----|

( )  
Daytime phone number with area code

**Address History** – Please list the city, state and zip you have lived or worked in for the past 7 years with approximate dates.

| Dates | City | State | Zip |
|-------|------|-------|-----|
|-------|------|-------|-----|

| Dates | City | State | Zip |
|-------|------|-------|-----|
|-------|------|-------|-----|

| Dates | City | State | Zip |
|-------|------|-------|-----|
|-------|------|-------|-----|

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*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

**A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

**(Applicant to receive copies of Disclosure/Authorization and retain pages 3 - 6 of this document)**

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

| <b>TYPE OF BUSINESS:</b>                                                                                        | <b>CONTACT:</b>                                                                        |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates | a. Consumer Financial Protection Bureau<br>1700 G Street, N.W.<br>Washington, DC 20552 |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list,                 | b. Federal Trade Commission: Consumer Response Center – FCRA                           |

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|                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| in addition to the CFPB:                                                                                                                                                                                                                                                                                      | Washington, DC 20580 (877)<br>382-4357                                                                                                                                                           |
| 2. To the extent not included in item 1 above:                                                                                                                                                                                                                                                                |                                                                                                                                                                                                  |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks                                                                                                                                                                                                   | a. Office of the Comptroller of the Currency<br>Customer Assistance Group<br>1301 McKinney Street, Suite 3450 Houston, TX<br>77010-9050                                                          |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act | b. Federal Reserve Consumer Help Center<br>P.O. Box. 1200 Minneapolis, MN 55480                                                                                                                  |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations                                                                                                                                                                                                   | c. FDIC Consumer Response Center<br>1100 Walnut Street, Box #11 Kansas<br>City, MO 64106                                                                                                         |
| d. Federal Credit Unions                                                                                                                                                                                                                                                                                      | d. National Credit Union Administration Office of<br>Consumer Protection (OCP)<br>Division of Consumer Compliance and<br>Outreach (DCCO)<br>1775 Duke Street<br>Alexandria, VA 22314             |
| 3. Air carriers                                                                                                                                                                                                                                                                                               | Asst. General Counsel for Aviation<br>Enforcement & Proceedings<br>Aviation Consumer Protection Division<br>Department of Transportation 1200 New<br>Jersey Avenue, S.E.<br>Washington, DC 20590 |
| 4. Creditors Subject to the Surface<br>Transportation Board                                                                                                                                                                                                                                                   | Office of Proceedings, Surface Transportation<br>Board<br>Department of Transportation 395 E<br>Street, S.W.<br>Washington, DC 20423                                                             |
| 5. Creditors Subject to the Packers and<br>Stockyards Act, 1921                                                                                                                                                                                                                                               | Nearest Packers and Stockyards Administration<br>area supervisor                                                                                                                                 |
| 6. Small Business Investment Companies                                                                                                                                                                                                                                                                        | Associate Deputy Administrator for Capital<br>Access<br>United States Small Business Administration<br>409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC<br>20416                     |

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|                                                                                                                              |                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Brokers and Dealers                                                                                                       | Securities and Exchange Commission 100 F Street, N.E.                                                                                                                       |
|                                                                                                                              | Washington, DC 20549                                                                                                                                                        |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration<br>1501 Farm Credit Drive<br>McLean, VA 22102-5090                                                                                               |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above                                                    | FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA<br>Washington, DC 20580<br>(877) 382-4357 |

# EMPLOYMENT APPLICATION

Please complete this application by typing or printing in ink.

**Employer** \_\_\_\_\_

**Job Order #** \_\_\_\_\_ **Job Title** \_\_\_\_\_

## PERSONAL DATA

**Full Name** \_\_\_\_\_

**Present Address** \_\_\_\_\_  
Street / P.O. Box City State Zip Code

**Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

## EDUCATION

**High School Diploma/GED/HiSET?** Yes No

|  | <b>Name</b> | <b>Location</b> | <b>Phone</b> | <b>Diploma/Degree/Specialization</b> |
|--|-------------|-----------------|--------------|--------------------------------------|
|--|-------------|-----------------|--------------|--------------------------------------|

|                    |       |       |       |       |
|--------------------|-------|-------|-------|-------|
| <b>High School</b> | _____ | _____ | _____ | _____ |
|--------------------|-------|-------|-------|-------|

|                           |       |       |       |       |
|---------------------------|-------|-------|-------|-------|
| <b>College/University</b> | _____ | _____ | _____ | _____ |
|---------------------------|-------|-------|-------|-------|

|                               |       |       |       |       |
|-------------------------------|-------|-------|-------|-------|
| <b>Courses &amp; Training</b> | _____ | _____ | _____ | _____ |
|-------------------------------|-------|-------|-------|-------|

## WORK EXPERIENCE (List most recent work experience first.)

**Company Name** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
Street / P.O. Box City State Zip Code

**Job Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Job Description** (duties, skills, equipment used)

**Dates** \_\_\_\_\_ **Reason for Leaving** \_\_\_\_\_  
From (mm/yy) To (mm/yy)

## WORK EXPERIENCE

**Company Name** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Company Address** \_\_\_\_\_  
Street / P.O. Box City State Zip Code

**Job Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Job Description** (duties, skills, equipment used)

**Dates** \_\_\_\_\_ **Reason for Leaving** \_\_\_\_\_  
From (mm/yy) To (mm/yy)

## WORK EXPERIENCE

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Company Address \_\_\_\_\_  
Street / P.O. Box City State Zip Code

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Job Description (duties, skills, equipment used)

Dates \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
From (mm/yy) To (mm/yy)

## ADDITIONAL INFORMATION

Other Relevant Experience

Licenses, Certificates, special skills, etc.

## REFERENCES *(References should have experience with your work history.)*

| Name  | Location | Phone |
|-------|----------|-------|
| _____ | _____    | _____ |
| _____ | _____    | _____ |
| _____ | _____    | _____ |

If you need accommodations for the application or hiring process please speak with the employer. Job Service Montana staff are available to assist you.

Do you need an accommodation to participate in the application or interview process? Yes No

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date.

Do you want to be informed before we contact your present employer? Yes No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Employee's Withholding Certificate**

OMB No. 1545-0074

**Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.****Give Form W-4 to your employer.****Your withholding is subject to review by the IRS.****2023****Step 1:**  
**Enter**  
**Personal**  
**Information**

|                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) First name and middle initial                                                                                                                                                                                                                                                                                                                                    | Last name | (b) Social security number                                                                                                                                                                                 |
| Address                                                                                                                                                                                                                                                                                                                                                              |           | <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> . |
| City or town, state, and ZIP code                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                            |
| (c) <input type="checkbox"/> <b>Single</b> or <b>Married filing separately</b><br><input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying surviving spouse</b><br><input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) |           |                                                                                                                                                                                                            |

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**Step 2:**  
**Multiple Jobs**  
**or Spouse**  
**Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Reserved for future use.
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . . ☐

**TIP:** If you have self-employment income, see page 2.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

|                                                                                          |                                                                                                                                                                                                                                                   |             |          |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|
| <b>Step 3:</b><br><b>Claim</b><br><b>Dependent</b><br><b>and Other</b><br><b>Credits</b> | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):                                                                                                                                                     |             |          |
|                                                                                          | Multiply the number of qualifying children under age 17 by \$2,000 \$ _____                                                                                                                                                                       |             |          |
|                                                                                          | Multiply the number of other dependents by \$500 . . . . . \$ _____                                                                                                                                                                               |             |          |
|                                                                                          | Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .                                                                                           | <b>3</b>    | \$ _____ |
| <b>Step 4</b><br><b>(optional):</b><br><b>Other</b><br><b>Adjustments</b>                | (a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . | <b>4(a)</b> | \$ _____ |
|                                                                                          | (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .                                        | <b>4(b)</b> | \$ _____ |
|                                                                                          | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . .                                                                                                                                               | <b>4(c)</b> | \$ _____ |

**Step 5:**  
**Sign**  
**Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Employee's signature** (This form is not valid unless you sign it.)

**Date**

**Employers**  
**Only**

|                             |                          |                                      |
|-----------------------------|--------------------------|--------------------------------------|
| Employer's name and address | First date of employment | Employer identification number (EIN) |
|-----------------------------|--------------------------|--------------------------------------|

## General Instructions

Section references are to the Internal Revenue Code.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 **and** you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

**Your privacy.** If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

If you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

**Step 2(b)—Multiple Jobs Worksheet** (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . **1** \$ \_\_\_\_\_
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . **2a** \$ \_\_\_\_\_
  - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . **2b** \$ \_\_\_\_\_
  - c** Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . **2c** \$ \_\_\_\_\_
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \$ \_\_\_\_\_

**Step 4(b)—Deductions Worksheet** (Keep for your records.)

- 1** Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income . . . . . **1** \$ \_\_\_\_\_
- 2** Enter: 

|                                                                                                                                                                                                                                                  |   |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------|
| <ul style="list-style-type: none"> <li>• \$27,700 if you're married filing jointly or a qualifying surviving spouse</li> <li>• \$20,800 if you're head of household</li> <li>• \$13,850 if you're single or married filing separately</li> </ul> | } | . . . . . |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------|

**2** \$ \_\_\_\_\_
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . . **4** \$ \_\_\_\_\_
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . **5** \$ \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Surviving Spouse**

| Higher Paying Job<br>Annual Taxable<br>Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                      |                      |                      |                      |                      |                      |                      |                      |                      |                        |                        |
|------------------------------------------------------|-----------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
|                                                      | \$0 -<br>9,999                                | \$10,000 -<br>19,999 | \$20,000 -<br>29,999 | \$30,000 -<br>39,999 | \$40,000 -<br>49,999 | \$50,000 -<br>59,999 | \$60,000 -<br>69,999 | \$70,000 -<br>79,999 | \$80,000 -<br>89,999 | \$90,000 -<br>99,999 | \$100,000 -<br>109,999 | \$110,000 -<br>120,000 |
| \$0 - 9,999                                          | \$0                                           | \$0                  | \$850                | \$850                | \$1,000              | \$1,020              | \$1,020              | \$1,020              | \$1,020              | \$1,020              | \$1,020                | \$1,870                |
| \$10,000 - 19,999                                    | 0                                             | 930                  | 1,850                | 2,000                | 2,200                | 2,220                | 2,220                | 2,220                | 2,220                | 2,220                | 3,200                  | 4,070                  |
| \$20,000 - 29,999                                    | 850                                           | 1,850                | 2,920                | 3,120                | 3,320                | 3,340                | 3,340                | 3,340                | 3,340                | 4,320                | 5,320                  | 6,190                  |
| \$30,000 - 39,999                                    | 850                                           | 2,000                | 3,120                | 3,320                | 3,520                | 3,540                | 3,540                | 3,540                | 4,520                | 5,520                | 6,520                  | 7,390                  |
| \$40,000 - 49,999                                    | 1,000                                         | 2,200                | 3,320                | 3,520                | 3,720                | 3,740                | 3,740                | 4,720                | 5,720                | 6,720                | 7,720                  | 8,590                  |
| \$50,000 - 59,999                                    | 1,020                                         | 2,220                | 3,340                | 3,540                | 3,740                | 3,760                | 4,750                | 5,750                | 6,750                | 7,750                | 8,750                  | 9,610                  |
| \$60,000 - 69,999                                    | 1,020                                         | 2,220                | 3,340                | 3,540                | 3,740                | 4,750                | 5,750                | 6,750                | 7,750                | 8,750                | 9,750                  | 10,610                 |
| \$70,000 - 79,999                                    | 1,020                                         | 2,220                | 3,340                | 3,540                | 4,720                | 5,750                | 6,750                | 7,750                | 8,750                | 9,750                | 10,750                 | 11,610                 |
| \$80,000 - 99,999                                    | 1,020                                         | 2,220                | 4,170                | 5,370                | 6,570                | 7,600                | 8,600                | 9,600                | 10,600               | 11,600               | 12,600                 | 13,460                 |
| \$100,000 - 149,999                                  | 1,870                                         | 4,070                | 6,190                | 7,390                | 8,590                | 9,610                | 10,610               | 11,660               | 12,860               | 14,060               | 15,260                 | 16,330                 |
| \$150,000 - 239,999                                  | 2,040                                         | 4,440                | 6,760                | 8,160                | 9,560                | 10,780               | 11,980               | 13,180               | 14,380               | 15,580               | 16,780                 | 17,850                 |
| \$240,000 - 259,999                                  | 2,040                                         | 4,440                | 6,760                | 8,160                | 9,560                | 10,780               | 11,980               | 13,180               | 14,380               | 15,580               | 16,780                 | 17,850                 |
| \$260,000 - 279,999                                  | 2,040                                         | 4,440                | 6,760                | 8,160                | 9,560                | 10,780               | 11,980               | 13,180               | 14,380               | 15,580               | 16,780                 | 18,140                 |
| \$280,000 - 299,999                                  | 2,040                                         | 4,440                | 6,760                | 8,160                | 9,560                | 10,780               | 11,980               | 13,180               | 14,380               | 15,870               | 17,870                 | 19,740                 |
| \$300,000 - 319,999                                  | 2,040                                         | 4,440                | 6,760                | 8,160                | 9,560                | 10,780               | 11,980               | 13,470               | 15,470               | 17,470               | 19,470                 | 21,340                 |
| \$320,000 - 364,999                                  | 2,040                                         | 4,440                | 6,760                | 8,550                | 10,750               | 12,770               | 14,770               | 16,770               | 18,770               | 20,770               | 22,770                 | 24,640                 |
| \$365,000 - 524,999                                  | 2,970                                         | 6,470                | 9,890                | 12,390               | 14,890               | 17,220               | 19,520               | 21,820               | 24,120               | 26,420               | 28,720                 | 30,880                 |
| \$525,000 and over                                   | 3,140                                         | 6,840                | 10,460               | 13,160               | 15,860               | 18,390               | 20,890               | 23,390               | 25,890               | 28,390               | 30,890                 | 33,250                 |

**Single or Married Filing Separately**

| Higher Paying Job<br>Annual Taxable<br>Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                      |                      |                      |                      |                      |                      |                      |                      |                      |                        |                        |
|------------------------------------------------------|-----------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
|                                                      | \$0 -<br>9,999                                | \$10,000 -<br>19,999 | \$20,000 -<br>29,999 | \$30,000 -<br>39,999 | \$40,000 -<br>49,999 | \$50,000 -<br>59,999 | \$60,000 -<br>69,999 | \$70,000 -<br>79,999 | \$80,000 -<br>89,999 | \$90,000 -<br>99,999 | \$100,000 -<br>109,999 | \$110,000 -<br>120,000 |
| \$0 - 9,999                                          | \$310                                         | \$890                | \$1,020              | \$1,020              | \$1,020              | \$1,860              | \$1,870              | \$1,870              | \$1,870              | \$1,870              | \$2,030                | \$2,040                |
| \$10,000 - 19,999                                    | 890                                           | 1,630                | 1,750                | 1,750                | 2,600                | 3,600                | 3,600                | 3,600                | 3,600                | 3,760                | 3,960                  | 3,970                  |
| \$20,000 - 29,999                                    | 1,020                                         | 1,750                | 1,880                | 2,720                | 3,720                | 4,720                | 4,730                | 4,730                | 4,890                | 5,090                | 5,290                  | 5,300                  |
| \$30,000 - 39,999                                    | 1,020                                         | 1,750                | 2,720                | 3,720                | 4,720                | 5,720                | 5,730                | 5,890                | 6,090                | 6,290                | 6,490                  | 6,500                  |
| \$40,000 - 59,999                                    | 1,710                                         | 3,450                | 4,570                | 5,570                | 6,570                | 7,700                | 7,910                | 8,110                | 8,310                | 8,510                | 8,710                  | 8,720                  |
| \$60,000 - 79,999                                    | 1,870                                         | 3,600                | 4,730                | 5,860                | 7,060                | 8,260                | 8,460                | 8,660                | 8,860                | 9,060                | 9,260                  | 9,280                  |
| \$80,000 - 99,999                                    | 1,870                                         | 3,730                | 5,060                | 6,260                | 7,460                | 8,660                | 8,860                | 9,060                | 9,260                | 9,460                | 10,430                 | 11,240                 |
| \$100,000 - 124,999                                  | 2,040                                         | 3,970                | 5,300                | 6,500                | 7,700                | 8,900                | 9,110                | 9,610                | 10,610               | 11,610               | 12,610                 | 13,430                 |
| \$125,000 - 149,999                                  | 2,040                                         | 3,970                | 5,300                | 6,500                | 7,700                | 9,610                | 10,610               | 11,610               | 12,610               | 13,610               | 14,900                 | 16,020                 |
| \$150,000 - 174,999                                  | 2,040                                         | 3,970                | 5,610                | 7,610                | 9,610                | 11,610               | 12,610               | 13,750               | 15,050               | 16,350               | 17,650                 | 18,770                 |
| \$175,000 - 199,999                                  | 2,720                                         | 5,450                | 7,580                | 9,580                | 11,580               | 13,870               | 15,180               | 16,480               | 17,780               | 19,080               | 20,380                 | 21,490                 |
| \$200,000 - 249,999                                  | 2,900                                         | 5,930                | 8,360                | 10,660               | 12,960               | 15,260               | 16,570               | 17,870               | 19,170               | 20,470               | 21,770                 | 22,880                 |
| \$250,000 - 399,999                                  | 2,970                                         | 6,010                | 8,440                | 10,740               | 13,040               | 15,340               | 16,640               | 17,940               | 19,240               | 20,540               | 21,840                 | 22,960                 |
| \$400,000 - 449,999                                  | 2,970                                         | 6,010                | 8,440                | 10,740               | 13,040               | 15,340               | 16,640               | 17,940               | 19,240               | 20,540               | 21,840                 | 22,960                 |
| \$450,000 and over                                   | 3,140                                         | 6,380                | 9,010                | 11,510               | 14,010               | 16,510               | 18,010               | 19,510               | 21,010               | 22,510               | 24,010                 | 25,330                 |

**Head of Household**

| Higher Paying Job<br>Annual Taxable<br>Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                      |                      |                      |                      |                      |                      |                      |                      |                      |                        |                        |
|------------------------------------------------------|-----------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
|                                                      | \$0 -<br>9,999                                | \$10,000 -<br>19,999 | \$20,000 -<br>29,999 | \$30,000 -<br>39,999 | \$40,000 -<br>49,999 | \$50,000 -<br>59,999 | \$60,000 -<br>69,999 | \$70,000 -<br>79,999 | \$80,000 -<br>89,999 | \$90,000 -<br>99,999 | \$100,000 -<br>109,999 | \$110,000 -<br>120,000 |
| \$0 - 9,999                                          | \$0                                           | \$620                | \$860                | \$1,020              | \$1,020              | \$1,020              | \$1,020              | \$1,650              | \$1,870              | \$1,870              | \$1,890                | \$2,040                |
| \$10,000 - 19,999                                    | 620                                           | 1,630                | 2,060                | 2,220                | 2,220                | 2,220                | 2,850                | 3,850                | 4,070                | 4,090                | 4,290                  | 4,440                  |
| \$20,000 - 29,999                                    | 860                                           | 2,060                | 2,490                | 2,650                | 2,650                | 3,280                | 4,280                | 5,280                | 5,520                | 5,720                | 5,920                  | 6,070                  |
| \$30,000 - 39,999                                    | 1,020                                         | 2,220                | 2,650                | 2,810                | 3,440                | 4,440                | 5,440                | 6,460                | 6,880                | 7,080                | 7,280                  | 7,430                  |
| \$40,000 - 59,999                                    | 1,020                                         | 2,220                | 3,130                | 4,290                | 5,290                | 6,290                | 7,480                | 8,680                | 9,100                | 9,300                | 9,500                  | 9,650                  |
| \$60,000 - 79,999                                    | 1,500                                         | 3,700                | 5,130                | 6,290                | 7,480                | 8,680                | 9,880                | 11,080               | 11,500               | 11,700               | 11,900                 | 12,050                 |
| \$80,000 - 99,999                                    | 1,870                                         | 4,070                | 5,690                | 7,050                | 8,250                | 9,450                | 10,650               | 11,850               | 12,260               | 12,460               | 12,870                 | 13,820                 |
| \$100,000 - 124,999                                  | 2,040                                         | 4,440                | 6,070                | 7,430                | 8,630                | 9,830                | 11,030               | 12,230               | 13,190               | 14,190               | 15,190                 | 16,150                 |
| \$125,000 - 149,999                                  | 2,040                                         | 4,440                | 6,070                | 7,430                | 8,630                | 9,980                | 11,980               | 13,980               | 15,190               | 16,190               | 17,270                 | 18,530                 |
| \$150,000 - 174,999                                  | 2,040                                         | 4,440                | 6,070                | 7,980                | 9,980                | 11,980               | 13,980               | 15,980               | 17,420               | 18,720               | 20,020                 | 21,280                 |
| \$175,000 - 199,999                                  | 2,190                                         | 5,390                | 7,820                | 9,980                | 11,980               | 14,060               | 16,360               | 18,660               | 20,170               | 21,470               | 22,770                 | 24,030                 |
| \$200,000 - 249,999                                  | 2,720                                         | 6,190                | 8,920                | 11,380               | 13,680               | 15,980               | 18,280               | 20,580               | 22,090               | 23,390               | 24,690                 | 25,950                 |
| \$250,000 - 449,999                                  | 2,970                                         | 6,470                | 9,200                | 11,660               | 13,960               | 16,260               | 18,560               | 20,860               | 22,380               | 23,680               | 24,980                 | 26,230                 |
| \$450,000 and over                                   | 3,140                                         | 6,840                | 9,770                | 12,430               | 14,930               | 17,430               | 19,930               | 22,430               | 24,150               | 25,650               | 27,150                 | 28,600                 |



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No.1615-0047

Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

|                                                                                                                                                                                                                                                                                                                                                     |                                            |                                                                                                                                         |                          |                            |                                |                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|--------------------------------|-------------------------------------------------|
| Last Name (Family Name)                                                                                                                                                                                                                                                                                                                             |                                            | First Name (Given Name)                                                                                                                 |                          | Middle Initial (if any)    | Other Last Names Used (if any) |                                                 |
| Address (Street Number and Name)                                                                                                                                                                                                                                                                                                                    |                                            |                                                                                                                                         | Apt. Number (if any)     | City or Town               |                                | State<br>ZIP Code                               |
| Date of Birth (mm/dd/yyyy)                                                                                                                                                                                                                                                                                                                          | U.S. Social Security Number<br><div></div> |                                                                                                                                         | Employee's Email Address |                            |                                | Employee's Telephone Number                     |
| <b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b> |                                            | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):           |                          |                            |                                |                                                 |
|                                                                                                                                                                                                                                                                                                                                                     |                                            | <input type="checkbox"/> 1. A citizen of the United States                                                                              |                          |                            |                                |                                                 |
|                                                                                                                                                                                                                                                                                                                                                     |                                            | <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)                                              |                          |                            |                                |                                                 |
|                                                                                                                                                                                                                                                                                                                                                     |                                            | <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)                                                      |                          |                            |                                |                                                 |
|                                                                                                                                                                                                                                                                                                                                                     |                                            | <input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2. and 3. above</b> ) authorized to work until (exp. date, if any) |                          |                            |                                |                                                 |
|                                                                                                                                                                                                                                                                                                                                                     |                                            | If you check <b>Item Number 4.</b> , enter one of these:                                                                                |                          |                            |                                |                                                 |
|                                                                                                                                                                                                                                                                                                                                                     |                                            | USCIS A-Number                                                                                                                          | OR                       | Form I-94 Admission Number | OR                             | Foreign Passport Number and Country of Issuance |
| Signature of Employee                                                                                                                                                                                                                                                                                                                               |                                            |                                                                                                                                         |                          |                            | Today's Date (mm/dd/yyyy)      |                                                 |

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

| List A                                                                                                                                                                                                                                                                                                                                  |  | OR                                                                                                               | List B                                                                     | AND | List C                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----|---------------------------------------|
| Document Title 1                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                  |                                                                            |     |                                       |
| Issuing Authority                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                  |                                                                            |     |                                       |
| Document Number (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                       |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                       |
| Document Title 2 (if any)                                                                                                                                                                                                                                                                                                               |  | <b>Additional Information</b>                                                                                    |                                                                            |     |                                       |
| Issuing Authority                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                  |                                                                            |     |                                       |
| Document Number (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                       |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                       |
| Document Title 3 (if any)                                                                                                                                                                                                                                                                                                               |  |                                                                                                                  |                                                                            |     |                                       |
| Issuing Authority                                                                                                                                                                                                                                                                                                                       |  | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |                                                                            |     |                                       |
| Document Number (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                       |
| Expiration Date (if any)                                                                                                                                                                                                                                                                                                                |  |                                                                                                                  |                                                                            |     |                                       |
| <b>Certification:</b> I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States. |  |                                                                                                                  |                                                                            |     | First Day of Employment (mm/dd/yyyy): |
| Last Name, First Name and Title of Employer or Authorized Representative                                                                                                                                                                                                                                                                |  |                                                                                                                  | Signature of Employer or Authorized Representative                         |     | Today's Date (mm/dd/yyyy)             |
| Employer's Business or Organization Name                                                                                                                                                                                                                                                                                                |  |                                                                                                                  | Employer's Business or Organization Address, City or Town, State, ZIP Code |     |                                       |

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

| LIST A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    | LIST B                                                                                                                                                                                                            | LIST C                                                                                                                                                                                                                                                                                                                                                                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Documents that Establish Both Identity and Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                                                              | OR | Documents that Establish Identity                                                                                                                                                                                 | AND Documents that Establish Employment Authorization                                                                                                                                                                                                                                                                                                                                  |  |
| 1. U.S. Passport or U.S. Passport Card                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br><br>(1) NOT VALID FOR EMPLOYMENT<br><br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br><br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION                                                                                                                                  |  |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)                                                                                                                                                                                                                                                                                                                                                                                                                       |    | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)                                                                                                                                                                                                                                                                                  |  |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa                                                                                                                                                                                                                                                                                                                                                               |    | 3. School ID card with a photograph                                                                                                                                                                               | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal                                                                                                                                                                                                                          |  |
| 4. Employment Authorization Document that contains a photograph (Form I-766)                                                                                                                                                                                                                                                                                                                                                                                                                     |    | 4. Voter's registration card                                                                                                                                                                                      | 4. Native American tribal document                                                                                                                                                                                                                                                                                                                                                     |  |
| 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<br><br>a. Foreign passport; and<br><br>b. Form I-94 or Form I-94A that has the following:<br><br>(1) The same name as the passport; and<br><br>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. |    | 5. U.S. Military card or draft record                                                                                                                                                                             | 5. U.S. Citizen ID Card (Form I-197)                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 6. Military dependent's ID card                                                                                                                                                                                   | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)                                                                                                                                                                                                                                                                                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 7. U.S. Coast Guard Merchant Mariner Card                                                                                                                                                                         | 7. Employment authorization document issued by the Department of Homeland Security<br><br>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .<br><br>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document. |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 8. Native American tribal document                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | For persons under age 18 who are unable to present a document listed above:                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    | 9. Driver's license issued by a Canadian government authority                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 10. School record or report card                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 11. Clinic, doctor, or hospital record                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 12. Day-care or nursery school record                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| Acceptable Receipts                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| May be presented in lieu of a document listed above for a temporary period.                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| For receipt validity dates, see the M-274.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                        |  |
| • Receipt for a replacement of a lost, stolen, or damaged List A document.<br><br>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.<br><br>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.                                                                                                                                                                                                                 | OR | Receipt for a replacement of a lost, stolen, or damaged List B document.                                                                                                                                          | Receipt for a replacement of a lost, stolen, or damaged List C document.                                                                                                                                                                                                                                                                                                               |  |

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



# Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
Supplement A  
OMB No. 1615-0047  
Expires 07/31/2026

|                                                          |                                                          |                                                 |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|

**Instructions:** This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

|                                           |                                  |                            |                                  |
|-------------------------------------------|----------------------------------|----------------------------|----------------------------------|
| Signature of Preparer or Translator       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |



**Supplement B,**  
**Reverification and Rehire (formerly Section 3)**

**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
**Supplement B**  
OMB No. 1615-0047  
Expires 07/31/2026

|                                                          |                                                          |                                                 |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

|                                                                                                                                                                                                                                                                                          |                                                    |                                                |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Date of Rehire ( <i>if applicable</i> )                                                                                                                                                                                                                                                  | New Name ( <i>if applicable</i> )                  |                                                |                                                                                                                  |
| Date ( <i>mm/dd/yyyy</i> )                                                                                                                                                                                                                                                               | Last Name ( <i>Family Name</i> )                   | First Name ( <i>Given Name</i> )               | Middle Initial                                                                                                   |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.                                               |                                                    |                                                |                                                                                                                  |
| Document Title                                                                                                                                                                                                                                                                           | Document Number (if any)                           | Expiration Date (if any) ( <i>mm/dd/yyyy</i> ) |                                                                                                                  |
| <b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b> |                                                    |                                                |                                                                                                                  |
| Name of Employer or Authorized Representative                                                                                                                                                                                                                                            | Signature of Employer or Authorized Representative | Today's Date ( <i>mm/dd/yyyy</i> )             |                                                                                                                  |
| Additional Information (Initial and date each notation.)                                                                                                                                                                                                                                 |                                                    |                                                | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |

|                                                                                                                                                                                                                                                                                          |                                                    |                                                |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Date of Rehire ( <i>if applicable</i> )                                                                                                                                                                                                                                                  | New Name ( <i>if applicable</i> )                  |                                                |                                                                                                                  |
| Date ( <i>mm/dd/yyyy</i> )                                                                                                                                                                                                                                                               | Last Name ( <i>Family Name</i> )                   | First Name ( <i>Given Name</i> )               | Middle Initial                                                                                                   |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.                                               |                                                    |                                                |                                                                                                                  |
| Document Title                                                                                                                                                                                                                                                                           | Document Number (if any)                           | Expiration Date (if any) ( <i>mm/dd/yyyy</i> ) |                                                                                                                  |
| <b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b> |                                                    |                                                |                                                                                                                  |
| Name of Employer or Authorized Representative                                                                                                                                                                                                                                            | Signature of Employer or Authorized Representative | Today's Date ( <i>mm/dd/yyyy</i> )             |                                                                                                                  |
| Additional Information (Initial and date each notation.)                                                                                                                                                                                                                                 |                                                    |                                                | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |

|                                                                                                                                                                                                                                                                                          |                                                    |                                                |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Date of Rehire ( <i>if applicable</i> )                                                                                                                                                                                                                                                  | New Name ( <i>if applicable</i> )                  |                                                |                                                                                                                  |
| Date ( <i>mm/dd/yyyy</i> )                                                                                                                                                                                                                                                               | Last Name ( <i>Family Name</i> )                   | First Name ( <i>Given Name</i> )               | Middle Initial                                                                                                   |
| Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.                                               |                                                    |                                                |                                                                                                                  |
| Document Title                                                                                                                                                                                                                                                                           | Document Number (if any)                           | Expiration Date (if any) ( <i>mm/dd/yyyy</i> ) |                                                                                                                  |
| <b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</b> |                                                    |                                                |                                                                                                                  |
| Name of Employer or Authorized Representative                                                                                                                                                                                                                                            | Signature of Employer or Authorized Representative | Today's Date ( <i>mm/dd/yyyy</i> )             |                                                                                                                  |
| Additional Information (Initial and date each notation.)                                                                                                                                                                                                                                 |                                                    |                                                | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |



## 406 Financial Services as Fiscal Agent

### Direct Deposit Authorization

PLEASE FILL OUT AND RETURN TO ACCOUNTING

I authorize 406 Financial Services and the financial institution listed below to initiate electronic entry to my ☐ checking or ☐ savings account (***please check one***) each payday. This authority will remain in effect until I have canceled it in writing.

The authorization is to remain in full force and effect until the Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

|                                                          |                                  |
|----------------------------------------------------------|----------------------------------|
| Company Name:<br>406 Financial Services, as Fiscal Agent | Financial Institution:           |
| Name (First/Last. please print):                         | City/ST of Financial Institution |
| ROUTING and TRANSIT NUMBER:<br>_ _ _ _ _                 | ACCOUNT NUMBER                   |

I understand that the above company may initiate a reversal of any entry made under this agreement if an error has been made. I understand that the financial institution at which I have the above account is required to provide to me the procedures for resolving errors on entries made under this agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I would like to opt out of direct deposit and would like my paycheck sent to my mailing address.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Confidentiality Agreement

Your employer recognizes the importance of protection of confidential information in your work location including confidential information regarding your employer and, when applicable, confidential information regarding co-workers. It is the obligation of every employee to maintain confidentiality.

Employees will not discuss or otherwise divulge any confidential information obtained as a result of employment except when authorized by the employer for the benefit of the employer.

Care should be taken at all times to see that confidential information is secure.

I have read and agree to adhere to the conditions of this confidentiality agreement. I also acknowledge that any breach of confidentiality may result in disciplinary action up to and including termination.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)