

EMPLOYEE APPLICATION

Name:
Address:
City: Zip code:
Cell: Email:
City: State: Zip code: Cell: Email: Date of birth / /
GENERAL INFORMATION
Which Position Are You Applying For?
In which State:
What days are you generally available?
Which shifts do you like to work:
Salary Expected:
Are you available to work: full time part time per diem seasonal
Will you work overtime?
Date available to start work:
Have you ever been employed by StaffMerica? If yes, when did you leave?
Have you <mark>ever been know</mark> n by <mark>any other na</mark> me(s)?
If yes, pl <mark>ease specify:</mark>
Are you legally eligible to work in the U. S. A. (Proof of eligibility will be required upon
employment)?
If you are under 18, can you furnish a work permit?
Are you on a layoff and subject to recall?
Have you ever been convicted of a crime other than a traffic violation? If yes, please explain:
FOR COMPANY USE ONLY
Employee rate:
Signature:
Print Name:
Date:

StaffMerica does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status or disability. For further information about this policy, contact

Human Resources, at 908-312-1423.



PAYROLL DESIGNATION FORM

First Name	Last Name						
Social Security Number							
FINANCIAL INSTITUTION							
Bank Name	Account Type (check one) Checking Savings						
Direct Deposit Number							
Please provide your manager	with a voided check if you choose to direct deposit to a bank.						
I authorize my employe	r to direct deposit my paycheck in the manner I have indicated.						
Signature	Date						



ATTESTATION

I certify that the information contained in this application for employment is true, correct and complete. I hereby grant StaffMerica permission to verify the information contained herein. I understand that the giving of false information or the failure to give complete information requested herein shall constitute grounds, among others, for rejection of my application or my immediate termination in the event that I am hired. I also understand that if I am hired, I will be subject to a six-month probation period as per company policy. I hereby grant StaffMerica permission to verify the information provided herein and recognize that my employment is conditional upon receipt of satisfactory recommendations from former employers and references. I understand and will voluntarily participate as requested in StaffMerica assessment process that may include one or more assessment tools that measure and profile my match with the job requirements. StaffMerica reserves the right to conduct a criminal and/or job history search. I understand further that an offer of employment, if made, may be contingent upon my taking and passing a fitness for duty examination and drug screen. I recognize that I may be required to take drug tests as may be required by StaffMerica as a condition of my continued employment.

The release and authorization acknowledge that this company may now, or at any time while employed, conduct a verification of my education, previous employment/work history, credit history, driving record, and to receive any criminal record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any State.

I understand that StaffMerica provides services to residents and patients 24 hours a day, 7 days a week and reserves the right to alter work schedules to meet operational needs.

• • • • • • • • • • • • • • • • • • • •	yment and any other document issued by StaffMerica are that I am free to terminate my employment upon
reasonable notice, and that I may be termin	nated by StaffMerica at any time and for any reason.
Name (print)	
Signature	Date



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047 Expires 10/31/2022

▶START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information			st complete an	d sign Se	ection 1 of	Form I-9 no later
than the first day of employment , but not		•	A 41 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0.1.		
Last Name (Family Name)	First Name (Given Nar	ne)	Middle Initial	Other L	ast Names	Used (if any)
Address (Street Number and Name)	Ant Number	City or Town			State	ZID Codo
Address (Street Number and Name)	Apt. Number	City or Town			State	ZIP Code
Date of Birth (mm/dd/yyyy) U.S. Social Sec	urity Number — Empl	avec's E mail Addr		I	mpleyee's 7	Falanhana Numbar
Date of Birth (mm/dd/yyyy) U.S. Social Sec		oyee's E-mail Addr	ess		nployee's	Гelephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.						
I attest, under penalty of perjury, that I a	am (check one of the	e following boxe	es):			
1. A citizen of the United States						
2. A noncitizen national of the United States	(See instructions)					
3. A lawful permanent resident (Alien Reg	gistration Number/USCI	S Number):				
4. An alien authorized to work until (expira	ation date, if applicable,	mm/dd/yyyy):				
Some aliens may write "N/A" in the expira	ation date field. (See ins	structions)		_	0.0	
Aliens authorized to work must provide only on An Alien Registration Number/USCIS Number	•		,			Code - Section 1 t Write In This Space
Alien Registration Number/USCIS Number: OR			_			
2. Form I-94 Admission Number:			_			
OR 0 Facility Bases of New York						
3. Foreign Passport Number:			_			
Country of Issuance:			_			
Signature of Employee			Today's Dat	e (<i>mm/dd/</i>	(уууу)	
Preparer and/or Translator Certif	ication (check o	ne):				
·	A preparer(s) and/or tra	•	the employee in	completin	g Section 1	
(Fields below must be completed and signe			•	-	-	
I attest, under penalty of perjury, that I h knowledge the information is true and c		completion of S	ection 1 of th	is form a	and that to	o the best of my
Signature of Preparer or Translator				Today's E	Date (mm/d	d/yyyy)
Last Name (Family Name)		First Name	e (Given Name)			
Address (Street Number and Name)		City or Town			State	ZIP Code

STOP

Employer Completes Next Page

STOP

Form I-9 10/21/2019 Page 1 of 3



Employment Eligibility Verification Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You

must physically examine one docu of Acceptable Documents.")	ment from List i	4 OR a co	ombinati	ion of one	document	from List	B and	one docum	nent from Li	st C as listed on the "Lists
Employee Info from Section 1	Last Name (F	amily Nar	ne)		First Nam	e (Given	Name,) M.	I. Citizen	ship/Immigration Status
List A Identity and Employment Aut		R		List Iden			AN	D	Emplo	List C byment Authorization
Document Title		Docum	nent Title	Э				Document	Title	
Issuing Authority		Issuing	g Author	ity				Issuing Au	thority	
Document Number		Docum	nent Nur	mber				Document	Number	
Expiration Date (if any) (mm/dd/yy	уу)	Expirat	tion Date	e (if any) (mm/dd/yyy	у)		Expiration	Date (if any	/) (mm/dd/yyyy)
Document Title										
Issuing Authority		Addit	tional Ir	nformatio	n					code - Sections 2 & 3 of Write In This Space
Document Number										
Expiration Date (if any) (mm/dd/yy	yy)									
Document Title										
Issuing Authority										
Document Number										
Expiration Date (if any) (mm/dd/yy	ryy)									
Certification: I attest, under po (2) the above-listed document(employee is authorized to wor	s) appear to b	oe genui	ne and							
The employee's first day of	employment	(mm/dd/	<i>/yyyy)</i> :			(S	ee ins	structions	for exem	ptions)
Signature of Employer or Authorize	ed Representat	ive	To	oday's Da	te (<i>mm/dd/</i>)	/ууу)	Title o	f Employer	or Authoriz	ed Representative
Last Name of Employer or Authorized	Representative	First Na	ime of Er	nployer or i	Authorized R	epresenta	ative	Employer'	s Business	or Organization Name
Employer's Business or Organizati	ion Address (St	reet Num	ber and	Name)	City or To	wn			State	ZIP Code
Section 3. Reverification	and Rehire	s (To be	compl	eted and	signed by	employ	er or	authorized	d represen	tative.)
A. New Name (if applicable)							_	3. Date of R	Rehire <i>(if ap</i>	plicable)
Last Name (Family Name)	First	Name (G	iven Na	me)	Mid	ddle Initia	al [Date (mm/d	ld/yyyy)	
C. If the employee's previous grant continuing employment authorization				s expired,	provide the	e informa	tion for	r the docum	nent or rece	ipt that establishes
Document Title				Docume	ent Number			E	Expiration Da	ate (if any) (mm/dd/yyyy)
I attest, under penalty of perjuithe employee presented docur										
Signature of Employer or Authorize	ed Representat	ive To	oday's D	ate (mm/c	ld/yyyy)	Name o	of Emp	oloyer or Au	thorized Re	epresentative

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

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

	LIST A Documents that Establish Both Identity and Employment Authorization	DR	LIST B Documents that Establish Identity AN	ID	LIST C Documents that Establish Employment Authorization
3.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa Employment Authorization Document		I. 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 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,	2.	-
5.	that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has		gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card	3.	by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	the following: (1) The same name as the passport; and (2) An endorsement of the alien's	8	7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document	5.	Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of
	nonimmigrant status 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.		Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above:	7.	Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security
6.	Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		

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

Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019 Page 3 of 3

PRE-EMPLOYMENT DRUG/ALCOHOL TESTING CONSENT AND RELEASE FORM

I hereby consent to submit to a drug or alcohol breath, and/or blood for analysis, as shall be de	tamaina ad laut (Camana anut Manaa)
regarding the selection of applicants for employ	ment.
I further authorize and give full permission to agents and physicians to send the specimen of for a screening test for the presence of any profor the laboratory or other testing facility to relessuch test to the Company. I further agree to results of said tests to the Company.	have the Company and/or its authorized or specimens so collected to a laboratory phibited substances under the policy, and ase any and all documentation relating to
I understand that it is the current use of illegal employed at this Company.	drugs that would prohibit me from being
I further agree to hold harmless the Company liability arising in whole or part, out of the collectinformation from said testing in connection wapplication of employment.	ction of specimens, testing, and use of the
I further agree that a reproduced copy of this p shall have the same force and effect as the orig	
I have carefully read the foregoing and fully und my signing of this consent and release form is a not been coerced into signing this document by	a voluntary act on my part and that I have
APPLICANT:	
Print Name:	_ S.S.#:
Signature:	Date:
WITNESS:	
Print Name:	

Signature:



Employee's Signature

NC-4 Employee's Withholding Allowance Certificate

PURPOSE - Complete Form NC-4 so that your employer can withhold the correct amount of State income tax from your pay. If you do not submit Form NC-4 to your employer, your employer must withhold as if your filing status is "Single" with no withholding allowances.

FORM NC-4EZ - You may use Form NC-4EZ if you plan to claim either the N.C. Standard Deduction or the N.C. Child Deduction Amount (but no other N.C. deductions), and you do not plan to claim any N.C. tax credits.

FORM NC-4 NRA - If you are a nonresident alien, you must use Form NC-4 NRA. In general, a nonresident alien is an alien (not a U.S. citizen) who has not passed the green card test or the substantial presence test. (See Publication 519, U.S. Tax Guide for Aliens, for more information on the green card test and the substantial presence test.)

FORM NC-4 BASIC INSTRUCTIONS - Complete the NC-4 Allowance Worksheet. The worksheet will help you determine your withholding allowances based on federal and State adjustments to gross income including the N.C. Child Deduction Amount, N.C. itemized deductions, and N.C. tax credits. However, you may claim fewer allowances than you are entitled to if you wish to increase the tax withheld during the tax year. If your withholding allowances decrease, you must file a new NC-4 with your employer within 10 days after the change occurs. Exception: When an individual ceases to be "Head of Household" after maintaining the household for the major portion of the year, a new NC-4 is not required until the next year.

TWO OR MORE JOBS - If you have more than one job, determine the total number of allowances you are entitled to claim on all jobs using one Form NC-4 Allowance Worksheet. Your withholding will usually be most accurate when all allowances are claimed on the NC-4 filed for the higher paying job and zero allowances are claimed for the other. You should also refer to the "Multiple Jobs Table" to determine the additional amount to be withheld on Line 2 of Form NC-4 (See page 4).

NONWAGE INCOME - If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated income

tax payments using Form NC-40 to avoid interest on the underpayment of estimated income tax. Form NC-40 is available on the Department's website at www.ncdor.gov.

HEAD OF HOUSEHOLD - Generally, you may claim "Head of Household" filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

SURVIVING SPOUSE - Generally, you may claim "Surviving Spouse" filing status only if your spouse died in either of the two preceding tax years and you meet the following requirements:

- Your home is maintained as the main household of a child or stepchild whom you can claim as a dependent; and
- You were entitled to file a joint return with your spouse in the year of your spouse's death.

MARRIED TAXPAYERS - For married taxpayers, both spouses must agree as to whether they will complete the NC-4 Allowance Worksheet based on the filing status, "Married Filing Jointly" or "Married Filing Separately."

- Married taxpayers who complete the worksheet based on the filing status, "Married Filing Jointly" should consider the sum of both spouses' income, federal and State adjustments to income, and State tax credits to determine the number of allowances.
- Married taxpayers who complete the worksheet based on the filing status, "Married Filing Separately" should consider only his or her portion of income, federal and State adjustments to income, and State tax credits to determine the number of allowances.

All NC-4 forms are subject to review by the North Carolina Department of Revenue. Your employer may be required to send this form to the North Carolina Department of Revenue.

Date

CAUTION: If you furnish an employer with an Employee's Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

_	<u></u>	Cut here and	give this certificate to you	employer. K	eep the top portion for y	our records.	\$
	NCDOR	NC-4 Employee's	s Withholding	Allowa	ance Certific	ate	
	1. Total number of allov	vances you are claim					
:	2. Additional amount, if	any, withheld from e	each pay period (Enter	whole dollars	;)	_	,
ı	Social Security Number		- Filing Status -				
ı			Single or Married Filir	g Separately	Head of Household	Married Filing Jointly	or Surviving Spouse
١	First Name (USE CAPITAL LETTER	S FOR YOUR NAME AND ADDRES	S) M.I.	Last Nam	ne		
	Address						County (Enter first five letters)
	City			State	Zip Code (5 Digit)	Country (If not U.S.)	

NC-4 Allowance Worksheet

Part I

Answer **all** of the following questions **for your filing status**.

Single -						
 Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$15,249? Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Will you have federal adjustments or State deductions from income? Will you be able to claim any N.C. tax credits or tax credit carryovers? 	Yes Yes Yes Yes		No 🗆 No 🗆 No 🗆			
If you answered "No" to all of the above, STOP HERE and enter ZERO (0) as total allows If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to additional allowances. Otherwise, enter ZERO (0) on Form NC-4, Line 1.						
Married Filing Jointly -						
 Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$27,999? Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Will you have federal adjustments or State deductions from income? Will you be able to claim any N.C. tax credits or tax credit carryovers? Will your spouse receive combined wages and taxable retirement benefits of less than \$10,250 or only retirement benefits not subject to N.C. income tax? 	Yes Yes Yes Yes		No 🗆 No 🗆 No 🗆 No 🗆			
If you answered "No" to all of the above, STOP HERE and enter ZERO (0) as total allows If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to additional allowances. Otherwise, enter ZERO (0) on Form NC-4, Line 1.						
Married Filing Separately -						
 Will your portion of N.C. itemized deductions from Page 3, Schedule 1 exceed \$15,249? Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Will you have federal adjustments or State deductions from income? Will you be able to claim any N.C. tax credits or tax credit carryovers? 	Yes Yes Yes Yes		No 🗆 No 🗆 No 🗆			
If you answered "No" to all of the above, STOP HERE and enter ZERO (0) as total allowances on Form NC-4, Line 1. If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter ZERO (0) on Form NC-4, Line 1.						
Head of Household -						
 Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$21,624? Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Will you have federal adjustments or State deductions from income? Will you be able to claim any N.C. tax credits or tax credit carryovers? 	Yes Yes Yes Yes		No 🗆 No 🗆 No 🗅			
If you answered "No" to all of the above, STOP HERE and enter ZERO (0) as total allowalf you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to additional allowances. Otherwise, enter ZERO (0) on Form NC-4, Line 1.						

NC-4 Allowance Worksheet Surviving Spouse -Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$27,999? Yes No □ Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes □ No □ Will you have federal adjustments or State deductions from income? Yes No □ Will you be able to claim any N.C. tax credits or tax credit carryovers? No □ Yes If you answered "No" to all of the above, STOP HERE and enter FIVE (5) as total allowances on Form NC-4, Line 1. If you answered "Yes" to any of the above, you may choose to go to Part II to determine if you qualify for additional allowances. Otherwise, enter FIVE (5) on Form NC-4, Line 1. NC-4 Part II

1.	Enter your total estimated N.C. itemized deductions from Page 3, Schedule 1	1.	\$.	
2.	Enter the applicable N.C. standard deduction based on your filing status. \$12,750 if Single \$25,500 if Married Filing Jointly or Surviving Spouse \$12,750 if Married Filing Separately \$19,125 if Head of Household			
3.	Subtract Line 2 from Line 1. If Line 1 is less than Line 2, enter ZERO (0)	3.	\$.	
4.	Enter an estimate of your total N.C. Child Deduction Amount from Page 3, Schedule 2	4.	\$.	
5.	Enter an estimate of your total federal adjustments to income and State deductions from	_	œ	
	federal adjusted gross income		_	
6.	Add Lines 3, 4, and 5	6.	<u> </u>	
7.	Enter an estimate of your nonwage income (such as dividends or interest)7.			
8.	Enter an estimate of your State additions to federal adjusted gross income			
9.	Add Lines 7 and 8	9.	\$.	
10.	Subtract Line 9 from Line 6 (Do not enter less than zero)			
11.	Divide the amount on Line 10 by \$2,500 . Round down to whole number			
•••	Ex. \$3,900 ÷ \$2,500 = 1.56 rounds down to 1			
12.	Enter the amount of your estimated N.C. tax credits			
13.	Divide the amount on Line 12 by \$122. Round down to whole number	13.		
14.	If filing as Single, Head of Household, or Married Filing Separately, enter zero (0) on this line. If filing as Surviving Spouse, enter 5. If filing as Married Filing Jointly, enter the appropriate number from either (a), (b), (c), (d), (e), or (f) below.			
	 Your spouse expects to have combined wages and taxable retirement benefits of less than or equal to \$250 for N.C. purposes, enter 5. (Taxable retirement benefits do not include: <i>Bailey, Certain Military Retirement</i> Social Security, and Railroad retirement) Your spouse expects to have combined wages and taxable retirement benefits of more than \$250 but less 	,		
	than or equal to \$2,750, enter 4.			
	(c) Your spouse expects to have combined wages and taxable retirement benefits of more than \$2,750 but less than or equal to \$5,250, enter 3.	t		
	(d) Your spouse expects to have combined wages and taxable retirement benefits of more than \$5,250 bulless than or equal to \$7,750, enter 2.	t		
	(e) Your spouse expects to have combined wages and taxable retirement benefits of more than \$7,750 bulless than or equal to \$10,250, enter 1.	t		
	(f) Your spouse expects to have combined wages and taxable retirement benefits of more than \$10,250, enter 0	1/1		
15.	Add Lines 11, 13, and 14, and enter the total here			
16.	If you completed this worksheet on the basis of Married Filing Jointly, the total number of allowances determine			
10.	on Line 15 may be split between you and your spouse, however, you choose. Enter the number of allowances from Line 15 that your spouse plans to claim			
17.	Subtract Line 16 from Line 15 and enter the total number of allowances here and on Line 1 of your			
	Form NC-4, Employee's Withholding Allowance Certificate	17.		

NC-4 Allowance Worksheet Schedules

Important: If you cannot reasonably estimate the amount to enter in the schedules below, you should enter ZERO (0) on Line 1, NC-4.

Schedule 1	Estimated N.C. Itemize	ed Deductions	;	
Qualifying mortgage interest Real estate property taxes		<u>\$</u> \$	<u>.</u>	
Total qualifying mortgage interes	nd real estate property taxes	*		\$
Charitable Contributions (Same	allowed for federal purposes)		\$
Medical and Dental Expenses (S	ne as allowed for federal purp	oses)		\$
Repayment of Claim of Right Inc		,		\$
Total estimated N.C. itemized de	ctions. Enter on Page 2, Par	t II, Line 1		\$

Schedule 2

Estimated N.C. Child Deduction Amount

A taxpayer who is allowed a federal child tax credit under section 24 of the Internal Revenue Code is allowed a deduction for each qualifying child unless adjusted gross income exceeds the threshold amount shown below.

The N.C. Child Deduction Amount can be claimed only for a child who is under 17 years of age on the last day of the year.

Filing Status	Adjusted Gross Income	No. of Children	Deduction Amount per Qualifying Child	Estimated Deduction
Single	Up to \$ 20,000 Over \$ 20,000 Up to \$ 30,000 Over \$ 30,000 Up to \$ 40,000 Over \$ 40,000 Up to \$ 50,000 Over \$ 50,000 Up to \$ 60,000 Over \$ 70,000 Over \$ 70,000		_ \$ 2,000 _ \$ 1,500 _	
MFJ or SS	Up to \$ 40,000 Over \$ 40,000 Up to \$ 60,000 Over \$ 60,000 Up to \$ 80,000 Over \$ 80,000 Up to \$ 100,000 Over \$ 100,000 Up to \$ 120,000 Over \$ 120,000 Up to \$ 140,000 Over \$ 140,000			
НОН	Up to \$ 30,000 Over \$ 30,000 Up to \$ 45,000 Over \$ 45,000 Up to \$ 60,000 Over \$ 60,000 Up to \$ 75,000 Over \$ 75,000 Up to \$ 90,000 Over \$ 90,000 Up to \$ 105,000 Over \$ 105,000		\$ 2,000 \$ 1,500	
MFS	Up to \$ 20,000 Over \$ 20,000 Up to \$ 30,000 Over \$ 30,000 Up to \$ 40,000 Over \$ 40,000 Up to \$ 50,000 Over \$ 50,000 Up to \$ 60,000 Over \$ 60,000 Up to \$ 70,000 Over \$ 70,000		_ \$ 1,500 _	

^{*}The sum of your qualified mortgage interest and real estate property taxes may not exceed \$20,000. For married taxpayers, the \$20,000 limitation applies to the combined total of qualified mortgage interest and real estate property taxes claimed by both spouses, rather than to each spouse separately.

Multiple Jobs Table

Find the amount of your estimated annual wages from your lowest paying job(s) in the left hand column. Follow across to find the amount of additional tax to be withheld for each pay period. Enter the additional amount to be withheld on Line 2 of your **Form NC-4**.

Additional Withholding for Single, Married, or Surviving Spouse with Jobs

Estimated	Annual Wages	Payroll Period						
At Least	But Less Than	Monthly	Semimonthly	Biweekly	Weekly			
0	1000	2	1	1	0			
1000	2000	6	3	3	1			
2000	3000	10	5	5	2			
3000	4000	14	7	7	3			
4000	000 5000		9	8	4			
5000	6000		11	10	5			
6000	7000	26	13	12	6			
7000	000 8000		15	14	7			
8000	8000 9000		17	16	8			
9000	9000 10000		19	18	9			
10000	11000	42	21	20	10			
11000	11000 12000		23	21	11			
12000	12750	50	25	23	12			
12750	12750 Unlimited		26	24	12			

Additional Withholding for Head of Household Filers with Jobs

Estimated	Annual Wages	Payroll Period						
At Least	t Least But Less Than		Semimonthly	Biweekly	Weekly			
0	1000	2	1	1	0			
1000	2000	6	6 3 10 5		1			
2000	3000	10			2			
3000	4000	14	7	7	3			
4000	5000	18	9	8	4			
5000	6000	22	11	10	5			
6000	7000	26	13	12	6			
7000 8000		30	15	14	7			
8000	9000	34	17	16	8			
9000 10000		38	19	18	9			
10000	10000 11000		21	20	10			
11000	12000	46	23	21	11			
12000	12000 13000		25	23	12			
13000	13000 14000		27	25	13			
14000	15000	59	29	27	14			
15000	15000 16000		31	29	14			
16000	16000 17000		33	31	15			
17000	17000 18000		35	33	16			
18000	19000	75	37	35	17			
19000	19000 Unlimited		38	35	18			

Employee's Withholding Certificate

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.

OMB No. 1545-0074

Department of the T		Give Fori		<u> </u>								
Internal Revenue Se			is subject to review by the IF	łs.	<u> </u>							
Step 1:	(a) ⊢	irst name and middle initial	Last name		(b) Sc	cial security number						
Enter Personal	Addre	SS				our name match the						
Information			card?	card? If not, to ensure you get								
	City c	r town, state, and ZIP code	contac	credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.								
	(c)	Single or Married filing separately			•							
		Married filing jointly or Qualifying surviving sp	ouse									
		Head of household (Check only if you're unmarri	ed and pay more than half the costs	of keeping up a home for yo	ourself an	d a qualifying individual.)						
		4 ONLY if they apply to you; otherwise m withholding, other details, and privacy		2 for more informatio	n on ea	ach step, who can						
Step 2: Multiple Job	ne .	Complete this step if you (1) hold more also works. The correct amount of with										
or Spouse	,3	Do only one of the following.			-							
Works		(a) Reserved for future use.										
		` '	in nage 3 and enter the resu	It in Sten 4(c) below:	or							
		 (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.										
		4(b) on Form W-4 for only ONE of thes you complete Steps 3–4(b) on the Form			s. (You	r withholding will						
Step 3:		If your total income will be \$200,000 or	less (\$400,000 or less if ma	arried filing jointly):								
Claim		Multiply the number of qualifying ch	nildren under age 17 by \$2,0	00 \$	-							
Dependent and Other		Multiply the number of other deper	ndents by \$500	. \$	-							
Credits		Add the amounts above for qualifying this the amount of any other credits. E		ents. You may add to		\$						
Step 4 (optional):		(a) Other income (not from jobs). expect this year that won't have wi	-		1							
Other		This may include interest, dividend	4(a)	\$								
Adjustments	S	(b) Deductions. If you expect to claim										
		want to reduce your withholding, us the result here	se the Deductions Workshee	t on page 3 and ente	1	e						
					4(b)							
		(c) Extra withholding. Enter any additi	4(c)	 \$								
Step 5: Sign Here	Unde	er penalties of perjury, I declare that this certif	icate, to the best of my knowled	dge and belief, is true, co	orrect, a	nd complete.						
	Em	ployee's signature (This form is not val	ite	e								
Employers Only	Empl	oyer's name and address		First date of employment	Employer identification number (EIN)							

Form W-4 (2023) Page **2**

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.

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 selfemployment 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.

Form W-4 (2023)

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: • \$27,700 if you're married filing jointly or a qualifying surviving spouse • \$20,800 if you're head of household • \$13,850 if you're single or married filing separately	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.

Form W-4 (2023) Page **4**

Higher Pavis	Married Filing Jointly or Qualifying Surviving Spouse												
Higher Paying Job Lower Paying Job Annual Taxable Wage & Salary													
Annual Tax Wage & Sa		\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 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 - 1	49,999	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 - 2		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 - 2		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 - 2	-	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 - 2		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 - 3		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 - 3		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 - 5		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	d 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 Lower Paying Job Annual Taxable Wage & Salary													
Higher Payir	-		1									1	
Annual Tax Wage & Sa		\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 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
		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 - 1	24,999	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 - 1	49,999	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 - 1	74,999	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 - 1	99,999	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 - 2	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 - 3	899,999	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 - 4	49,999	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	d 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
							Househo						
Higher Payir	-		1.	1.					Wage & S	1	1.	1.	1.
Annual Tax Wage & Sa		\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 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 -		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 - 1	24,999	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 - 1		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 - 1		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 - 1		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 - 2		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 - 4		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	d 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