TOWN OF HOLDEN MASSACHUSETTS



Town Clerk

OFFICE OF THE TOWN CLERK

Election Worker Application

| Name: |
|---|
| lame: (please list name as registered to vote) |
| Precinct: |
| Telephone: |
| Email: |
| |
| /oter Registration: (please check current registration) |
| Democrat Republican |
| Unenrolled Other/Designation |
| Would you be willing to work in a precinct other than your home precinct? (check one) Yes No |
| 2. Would you prefer to be scheduled for a <u>full day</u> or a ½ day? |
| (check preference) Full Day ½ Day |
| PLEASE RETURN COMPLETED APPLICATION TO THE TOWN CLERKS OFFICE. IF YOU HAVE QUESTIONS OR NEED ASSISTANCE PLEASE STOP BY OR CALL THE OFFICE. THANK YOU FOR YOUR INTEREST! |



Employment Eligibility Verification Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047 Expires 08/31/2019

► 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 | nformation | and Attest | ation (E | mployees | must con | plete an | d sign Se | ection 1 of | Form I-9 no later | | |
|--|------------------------|--------------------|--|-----------------------------|-----------------------------|--------------------------|----------------|--|--|--|--|
| than the first day of emplo | yment , but not | before accepti | ng a job | offer.) | | | | | Hand Hand State Control of the Contr | | |
| Last Name (Family Name) | | First Name (Giv | st Name (Given Name) Middle Initial Othe | | | | Other L | ner Last Names Used (if any) | | | |
| Address (Street Number and N | lame) | Apt. N | lumber | City or Tov | m | | | State | ZIP Code | | |
| Date of Birth (mm/dd/yyyy) | U.S. Social Sec | curity Number | Employ | ree's E-mail | Address | | E | imployee's | Telephone Number | | |
| l am aware that federal law connection with the comp | | | nt and/or | fines for t | alse stat | ements (| or use of | f false do | cuments in | | |
| l attest, under penalty of | perjury, that I | am (check on | e of the | following l | oxes): | | | | | | |
| 1. A citizen of the United | States | | | | | | | | | | |
| 2. A noncitizen national of | the United State | es (See instructio | ons) | | | , | | | | | |
| 3. A lawful permanent res | ident (Alien Re | egistration Numb | er/USCIS | Number): | | | | | | | |
| 4. An alien authorized to Some aliens may write | | | | | | | | - | ē. | | |
| Aliens authorized to work m An Alien Registration Numb 1. Alien Registration Numbe | er/USCIS Numbe | er OR Form I-94 | ing docum Admissioi | ient number: 1 Number Oi | s to comple R Foreign i | ete Form I Passport I | -9: Number. | ם | QR Code - Section 1 to Not Write In This Space | | |
| OR | | | | | | | | | | | |
| 2. Form I-94 Admission Nui OR | nber: | | | | | | | | | | |
| 3. Foreign Passport Numb | er: | | | | | | | | | | |
| Country of Issuance: | | | | | | | | | | | |
| Signature of Employee | | | | · | | Today's D | Date (mm/ | dd/yyyy) | | | |
| Preparer and/or Tra I did not use a preparer of (Fields below must be con | r translator. | A preparer(s |) and/or tr | anslator(s) a | The second of the second of | many at her a visit of | | The same of the sa | WE THE STREET STREET STREET STREET STREET STREET | | |
| l attest, under penalty o | | | d in the | completio | n of Sec | tion 1 of | this for | n and tha | at to the best of my | | |
| Signature of Preparer or Tra | | i correct. | | | | | Today | 's Date (mi | m/dd/yyyy) | | |
| Last Name (Family Name) | · | | | Firs | st Name (6 | Given Nam | ne) | | | | |
| Address (Street Number and | d Name) | | | City or To | wn | | | State | ZIP Code | | |
| | | | | | | | | | | | |



STOP Employer Completes Next Page





Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047 Expires 08/31/2019

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 document from List A OR a combination of one document from List B and one document from List C as ilsted on the "Lists of Acceptable Documents.") Citizenship/Immigration Status Last Name (Family Name) First Name (Given Name) M.I. Employee Info from Section 1 OR AND List C List A List B **Employment Authorization** Identity and Employment Authorization Identity **Document Title** Document Title Document Title Issuing Authority Issuing Authority Issuing Authority Document Number Document Number Document Number Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any) (mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy) Document Title OR Code - Sections 2 & 3 Additional Information Issuing Authority Do Not Write In This Space Document Number Expiration Date (if any)(mm/dd/yyyy) Document Title Issuing Authority Document Number Expiration Date (if any)(mm/dd/yyyy) Certification: | attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear 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. The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions) Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Title of Employer or Authorized Representative Employer's Business or Organization Name Last Name of Employer or Authorized Representative First Name of Employer or Authorized Representative State ZIP Code Employer's Business or Organization Address (Street Number and Name) City or Town Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.) B. Date of Rehire (if applicable) A. New Name (if applicable)

First Name (Given Name)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes

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

Document Number

| 1 | the employee presented document(s), the docum | ent(s) I have examined appea | er to be genuine and to relate to the individual. |
|---|--|------------------------------|---|
| | Signature of Employer or Authorized Representative | Today's Date (mm/dd/yyyy) | Name of Employer or Authorized Representative |

Expiration Date (if any) (mm/dd/yyyy)

Date (mm/dd/yyyy)

Middle Initial

Last Name (Family Name)

Document Title

continuing employment authorization in the space provided below.

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 |)R | LIST B Documents that Establish Identity | . | LIST C Documents that Establish Employment Authorization |
|----|---|------------------------|--|--------------|--|
| 2. | 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 | | 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: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION |
| 4. | I-551 printed notation on a machine- readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) | visa rization Document | 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. | (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| 5. | For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and | yer 🔚 | School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card | 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 |
| | b. Form I-94 or Form I-94A that has the following:(1) The same name as the passport; and | | 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document | | Native American tribal document U.S. Citizen ID Card (Form I-197) |
| | (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the | | 9. Driver's license issued by a Canadian government authority For persons under age 18 who are | | Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization |
| 6. | proposed employment is not in conflict with any restrictions or limitations identified on the form. 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 | | unable to present a document listed above: 10. School record or report card | | document issued by the Department of Homeland Security |
| | | | 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | | |

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

WACHUSETT REGIONAL SCHOOL DISTRICT is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **WACHUSETT REGIONAL SCHOOL DISTRICT** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **WACHUSETT REGIONAL SCHOOL DISTRICT** with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The WACHUSETT REGIONAL SCHOOL DISTRICT may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that WACHUSETT REGIONAL SCHOOL DISTRICT must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

| SIGNATURE | DATE | |
|-----------|------|--|
| | | |

Jefferson School

1745 Main Street, Jefferson, MA 01522 Telephone: (508) 829-1670 Facsimile: (508) 829-1680 www.wrsd.net

*Attach legible copy of Driver's License

| 7 | Z | N | T | T | N | T | \mathbf{E} | \mathbf{E} | R |
|---|----|-----|---|-----|---|---|--------------|--------------|----|
| 1 | ٧. | . , | 1 | ıL. | 1 | 1 | L | 1 | Τ. |

District School

SUBJECT INFORMATION

| Last Name | First N | Vame | Middle | e Name | Suffix |
|----------------------------------|--------------------|---------------|--------------------|--------------|-----------------|
| Maiden Name (or ot | her name(s) by w | hich you have | e been known) | - | |
| Date of Birth | Place | of Birth | <u></u> | | |
| Last Six Digits of Y | our Social Securi | ty Number: _ | | | |
| Sex: | Height:f | tin. | Eye Color: _ | | Race: |
| Driver's License or | ID Number: | | | State of Is | ssue: |
| Mother's Full Maio | len Name | | Father's Ful | l Name | |
| Current and Forme | r Addresses: | | | | |
| Street Number & 1 | Name | City/Tow | n | State | Zip |
| Street Number & | Name | City/Tow | 'n | State | Zip |
| The above inform identification: | ation was verified | l by reviewin | g the following fo | orm(s) of go | vernment issued |
| | | | | | |
| THEN THEN DV | | | | | |
| VERIFIED BY: | Name of Verifyin | g Employee | (Please Print) | | |
| | Signature of Veri | ifying Emplo | yee | | |

Employee's Withholding Certificate

OMB No. 1545-0074

Department of the Treasury Internal Revenue Service

► 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.

| City or town, state, and ZiP code City or Cit | tep 1: | (a) First name and middle initial | Last name | | (b) Social security number |
|---|--|---|---|--|--|
| Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy. Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy. Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy. Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 3 also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. | ersonal | | | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to |
| also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3—(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other jobs option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-emploincome, including as an independent contractor, use the estimator. Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholder most power income, including as an independent contractor, use the estimator. Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholder most power income, including as an independent contractor, use the estimator. Complete Steps 3-4(b) on Form W-4 for the highest paying job.) Step 3: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of other dependents by \$500 ★ Multiply the number of other dependents by \$500 ★ Add the amounts above and enter the total here | | Married filing jointly or Qualifying widow(er | www.ssa.gov. | | |
| also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3—(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) if there are only two jobs total, you may check this box. Do the same on Form W-4 for the other jobs option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. TiP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-emploincome, including as an independent contractor, use the estimator. Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholder more accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.) Step 3: 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 ▶ \$ Add the amounts above and enter the total here | Complete Ste | os 2–4 ONLY if they apply to you; otherw n from withholding, when to use the estimate | rise, skip to Step 5. See page 2 ator at www.irs.gov/W4App, and | for more information privacy. | on each step, who car |
| Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withhold be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.) Step 3: If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Claim | Multiple Job or Spouse | also works. The correct amount of v Do only one of the following. (a) Use the estimator at www.irs.go (b) Use the Multiple Jobs Workshee withholding; or (c) If there are only two jobs total, y option is accurate for jobs with s TIP: To be accurate, submit a 2022 | vithholding depends on income of v/W4App for most accurate with et on page 3 and enter the result you may check this box. Do the se similar pay; otherwise, more tax Form W-4 for all other jobs. If you | earned from all of the sholding for this step in Step 4(c) below for same on Form W-4 for than necessary may | ese jobs. (and Steps 3-4); or or or roughly accurate or the other job. This be withheld ► [|
| Claim Dependents Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ Multiply the number of other dependents by \$500 ★ Add the amounts above and enter the total here 3 Step 4 (optional): (a) Other income (not from jobs). 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 4(a) \$ Other (b) Deductions. 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 4(b) \$ (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$ Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and come the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and come the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and come the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and come the penalties of perjury items (FIN). Employer's name and address Employerent and address Employer ident pumper (FIN). | Complete Ste be most accu | ps 3-4(b) on Form W-4 for only ONE of t | hese jobs. Leave those steps bi | ank for the other job b.) | s. (Your withholding wil |
| Multiply the number of qualifying children under age 17 by \$2,000 ► \$ | Step 3: | If your total income will be \$200,00 | 0 or less (\$400,000 or less if mar | ried filing jointly): | |
| Step 4 (optional): Other Adjustments (a) Other income (not from jobs). 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) Deductions. 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 (c) Extra withholding. Enter any additional tax you want withheld each pay period | | | | | - |
| coptional): Other Adjustments (b) Deductions. 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 (c) Extra withholding. Enter any additional tax you want withheld each pay period Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete the penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete the penalties of perjury identification. Employers Employer's name and address First date of employment purpler (FIN) | | Add the amounts above and enter | the total here | | 3 \$ |
| want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here | (optional): Other | expect this year that won't have This may include interest, divide | e withholding, enter the amount ends, and retirement income | of other income here | 4(a) \$ |
| Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete Sign Here Employee's signature (This form is not valid unless you sign it.) Date Employers Employer's name and address Employerent pumber (FIN) | - | want to reduce your withholding | g, use the Deductions Worksheet | on page 3 and ente | r |
| Sign Here Employee's signature (This form is not valid unless you sign it.) Date Employers Employer's name and address Employment symbol | | (c) Extra withholding. Enter any a | dditional tax you want withheld e | ach pay period | 4(c) \$ |
| Here Employee's signature (This form is not valid unless you sign it.) Date Employers Employer's name and address Employerent employment number (FIN) | - | Under penalties of perjury, I declare that this of | certificate, to the best of my knowled | ige and belief, is true, c | correct, and complete. |
| employment number (FIN) | Step 3: Claim Dependents Step 4 (optional): Other Adjustment Step 5: Sign Here | Employee's signature (This form is n | ot valid unless you sign it.) |) | ate |
| | | Employer's name and address | | | 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.

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 2022 if you meet both of the following conditions: you had no federal income tax liability in 2021 and you expect to have no federal income tax liability in 2022. You had no federal income tax liability in 2021 if (1) your total tax on line 24 on your 2021 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), 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 2022 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, 2023.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: 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). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

- 1. Expect to work only part of the year;
- 2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
- 3. Have self-employment income (see below); or
- 4. Prefer the most accurate withholding for multiple job situations.

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 these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

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.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead 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 2022 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.

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; or, you can use the online withholding estimator at www.irs.gov/W4App.

| 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 2022 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: • \$25,900 if you're married filing jointly or qualifying widow(er) • \$19,400 if you're head of household • \$12,950 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 possessions 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 (2022) | | | | | - | | 0 55 | . 145 | 1 / 3 | | | | | | Page 4 |
|--|-------|----------------|----------------------|----------------------|--------------------------|----------------|----------------------|-------------|-----------|----------------|--------------------|--------------------|-----------|----------------|----------------------|
| | | | | Marrie | d Filing | Jointly o | r Qualit | ying Wid | Moge & | Sala | n/ | | | | |
| Higher Paying Jo | 1 | . T. | | 100.000 | | Paying Jo | | \$60,000 - | \$70,000 | | | 90,000 - | \$100,000 | - \$11 | 0,000 - |
| Annual Taxable Wage & Salary | | | 10,000 - 3 19,999 | \$20,000 - 29,999 | \$30,000 - \\$ 39,999 | 49,999 | \$50,000 - 59,999 | 69,999 | 79,999 | 89 | 9,999 | 99,999 | 109,999 | 12 | 0,000 |
| \$0 - 9,99 | 99 | \$0 | \$110 | \$850 | \$860 | \$1,020 | \$1,020 | \$1,020 | \$1,02 | 1 ' | 1,020 | \$1,020 | \$1,77 | ľ | 1,870 |
| \$10,000 - 19,99 | 99 | 110 | 1,110 | 1,860 | 2,060 | 2,220 | 2,220 | 2,220 | 2,22 | 1 | 2,220 | 2,970 | 3,97 | - 1 | 4,070 6.010 |
| \$20,000 - 29,99 | 99 | 850 | 1,860 | 2,800 | 3,000 | 3,160 | 3,160 | 3,160 | 3,16 | | 3,910 | 4,910 | 5,91 | | 6,010_ 7,210 |
| \$30,000 - 39,99 | 99 | 860 | 2,060 | 3,000 | 3,200 | 3,360 | 3,360 | 3,360 | 4,11 | 1 | 5,110 | 6,110 | 7,11 | | 8,370 |
| \$40,000 - 49,99 | 99 | 1,020 | 2,220 | 3,160 | 3,360 | 3,520 | 3,520 | 4,270 | 5,27 | | 6,270 | 7,270 | 8,27 | - 1 | 9,370 |
| \$50,000 - 59,99 | 99 | 1,020 | 2,220 | 3,160 | 3,360 | 3,520 | 4,270 | 5,270 | 6,27 | | 7,270 | 8,270 9,270 | 9,27 | | 10,370 |
| \$60,000 - 69,9 | | 1,020 | 2,220 | 3,160 | 3,360 | 4,270 | 5,270 | 6,270 | 7,27 | | 8,270 9,270 | 10,270 | 11,27 | 1 | 11,370 |
| \$70,000 - 79,9 | 1 | 1,020 | 2,220 | 3,160 | 4,110 | 5,270 | 6,270 | 7,270 | 1 | - 1 | 11,120 | 12,120 | 13,15 | l l | 13,450 |
| \$80,000 - 99,9 | | 1,020 | 2,820 | 4,760 | 5,960 | 7,120 | 8,120 | 9,120 | | _ | 12,910 | 14,110 | 15,3 | | 15,600 |
| \$100,000 - 149,9 | | 1,870 | 4,070 | 6,010 | 7,210 | 8,370 9,340 | 9,370 10,540 | 10,510 | | 1 | 14,140 | 15,340 | 16,54 | ì | 16,830 |
| \$150,000 - 239,9 | 1 | 2,040 | 4,440 | 6,580 | 7,980 | 9,340 | 10,540 | 11,740 | | | 14,140 | 15,340 | 16,5 | | 17,590 |
| \$240,000 - 259,9 | | 2,040 | 4,440 | 6,580 | 7,980 7,980 | 9,340 | 10,540 | 11,740 | | | 14,140 | 16,100 | 18,1 | | 19,190 |
| \$260,000 - 279,9 | 1 | 2,040 | 4,440 | 6,580 | 1 | 9,340 | 10,540 | | | | 15,700 | 17,700 | 19,7 | | 20,790 |
| \$280,000 - 299,9 | ı | 2,040 | 4,440 4,440 | 6,580 6,580 | 7,980 | 9,340 | 11,300 | | | - 1 | 17,300 | 19,300 | 21,3 | ŀ | 22,390 |
| \$300,000 - 319,9 \$320,000 - 364,9 | | 2,040 2,100 | 5,300 | 8,240 | 10,440 | 12,600 | 14,600 | | | | 20,600 | 22,600 | 24,8 | | 26,260 |
| \$320,000 - 364,9 \$365,000 - 524,9 | - 1 | 2,100 | 6,470 | 9,710 | 12,210 | 14,670 | 16,970 | 1 | 1 | 1 | 23,870 | 26,170 | | | 29,870 |
| \$525,000 - 524, | 1 | 3,140 | 6,840 | 10,280 | 12,980 | 15,640 | 18,140 | 1 | | 40 | 25,640 | 28,140 | 30,€ | 40 | 32,240 |
| \$323,000 and 00 | vei | 0,140 | 0,040 | 1 10,200 | Single o | r Marrie | d Filing | Separa | | | | | | | |
| Higher Paying | Job | | | | Low | er Paying | Job Ann | ual Taxab | le Wage | & Sa | lary | | | Т. | |
| Annual Taxab Wage & Salar | ole | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 29,999 | - \$30,000 - 39,999 | \$40,000 | - \$50,000 59,999 | | | | - 80,000 89,999 | \$90,000 99,999 | | - 1 | 110,000 - 120,000 |
| | ,999 | \$400 | \$930 | \$1,020 | _ | \$1,250 | | | 0 \$1, | 370 | \$1,870 | \$1,970 | \$2,0 | 040 | \$2,040 |
| | ,999 | 930 | 1,570 | 1,660 | 1 ' ' | 2,890 | 1 | | 0 3, | 510 | 3,610 | 3,810 | 3,8 | 380 | 3,880 |
| | ,999 | 1,020 | 1,660 | | 1 | 3,990 | 1 | 0 4,61 | 0 4, | 710 | 4,910 | 5,110 | 5, | 180 | 5,180 |
| | ,999 | 1,020 | 1,890 | | | 4,990 | | 0 5,71 | 0 5, | 910 | 6,110 | 6,310 | 0 6, | 380 | 6,380 |
| | ,999 | 1,870 | 3,510 | 1 | 5,610 | 6,680 | 7,50 | 0 7,70 | 00 7, | 900 | 8,100 | 8,30 | · ' | 370 | 8,370 |
| | ,999 | 1,870 | 3,510 | l . | 5,880 | 7,080 | 7,90 | 0 8,10 | 00 8, | 300 | 8,500 | 8,70 | | 970 | 9,770 |
| \$80,000 - 99 | ,999 | 1,940 | 3,780 | 5,080 | 6,280 | 7,480 | 8,30 | 1 | | 700 | 9,100 | 10,10 | | 970 | 11,770 |
| \$100,000 - 124 | ,999 | 2,040 | 3,880 | 5,180 | 6,380 | | 1 | 1 | | 140 | 11,140 | 12,14 | 1 | 040 | 14,140 |
| \$125,000 - 149 | ,999 | 2,040 | 3,880 | 5,180 | 6,520 | | | | | 140 | 13,320 | 14,62 | | 790 | 16,890 19,640 |
| \$150,000 - 174 | 1,999 | 2,040 | 4,420 | l l | 1 | 1 ' | | | | 770 | 16,070 | 17,37 | | ,540 ,230 | 21,330 |
| \$175,000 - 199 | | 2,720 | 5,360 | | 1 | 1 | 1 | 1 | | ,460 | 17,760 | 1 | ı | ,230 ,210 | 22,310 |
| \$200,000 - 249 | | 2,970 | 5,920 | | | | | | | ,440 | 18,740 18,740 | | | ,210 | 22,310 |
| \$250,000 - 399 | | 2,970 | 5,920 | i | 1 | | i | 1 | I | ,440 ,440 | 18,740 | 1 | 1 | ,210 | 22,470 |
| \$400,000 - 449 | 1 | 2,970 | 1 | 1 | 1 | 1 | | I . | l l | | 20,510 | 1 | l l | ,210 | 24,680 |
| \$450,000 and | over | 3,140 | 6,29 | 0 8,88 | 0 11,38 | | 0 16,0 of House | | 10 18 | ,010 | 20,010 | | 1 | ,,,,,,,, | |
| Higher Paying | 7 Joh | | | | Lo | wer Payin | | | able Wa | ge & S | Salary | | | | |
| Annual Taxa | | \$0 - | \$10,000 | 5 - \$20,00 | 0 - \$30,000 | 540,00 | 0 - \$50,00 | 00 - \$60,0 | 00 - \$70 | ,000 - | \$80,000 | | | 0,000 - | \$110,000 |
| Wage & Sal | ary | 9,999 | 19,99 | 9 29,99 | | | | | | ,999 | 89,999 | | | 9,999 | 120,000 \$2,040 |
| | 9,999 | \$0 | | 1 | | 1 | 1 | | | 1,870 | \$1,870 | 1 ' | 1 | 2,040 4,440 | 4,440 |
| \$10,000 - 1 | | 760 | 1 | | j i | | | 1 1 | | 4,070 | 4,07 | | | 5,930 | 5,930 |
| \$20,000 - 2 | | | | | | | | | | 5,360 | 5,53 6,84 | | | 7,240 | 7,240 |
| \$30,000 - 3 | | 1 | l. | , | | | 1 | 1 | | 6,640 8,860 | 9,06 | | | 9,460 | 9,460 |
| \$40,000 - 5 | | l . | | 1 | | | 1 | _ i ' | - 1 | a,860 1,090 | 11,29 | | | 1,690 | 12,170 |
| \$60,000 - 7 | | | | | | | | | | 1,490 | 11,69 | | | 3,370 | |
| \$80,000 - 9 | | 1 | i i | | i i | I | - 1 | 1 | ' | 2,540 | 1 | | | 5,540 | 1 |
| \$100,000 - 12 | | 1 | | i i | l l | l l | | | 1 | 4,540 | | 1 | | 8,130 | |
| \$125,000 - 14 | | | | | | | | | | 6,980 | | | | 20,880 | |
| \$150,000 - 17 | | 1 | 1 | l l | l l | - | | | | 9,180 | 1 | 1 . | l l | 23,080 | 1 |
| \$175,000 - 19 | | 1 | l l | 1 | | | | - 1 | | 20,360 | | 1 | 1 | 24,250 | 1 |
| \$200,000 - 44 | | | | | | | | | <u> </u> | 21,930 | | | | 26,420 | |
| \$450,000 and | over | 3,14 | 0 6,8 | 40 9,6 | 12,2 | 30 14,7 | 55 17, | _00 10 | , | | 1, | | | | |