It is the policy of the Rockland County Department of Personnel to provide accommodations in testing to individuals with disabilities and to religious observers and to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination based on age, race/color, creed, religion, national origin, gender, sexual orientation, disability, marital/familial status, military status, criminal record and additional protections under federal, state and local law, policies and regulations.

APPLICATION FOR EXAMINATION OR EMPLOYMENT

for County Departments, Towns, Villages, School Districts, Libraries and Special Districts

This application is part of the selection process for a civil service examination or a non-examination employment opportunity with a County department or local jurisdiction. If you fail to answer all questions completely and accurately, your application may not be approved. A separate application must be submitted for each examination or non-examination employment opportunity for which you are applying.

*General information about applying for examinations, submitting an application for employment, as well as supplemental forms are available at http://rocklandgov.com/departments/personnel/ (designated by an asterisk * throughout this application).

EXAMINATION APPLICATION:

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- Before completing this application, carefully read the exam announcement to ensure you understand the required minimum qualifications. You may apply online at https://mycivilservice.rocklandgov.com/exams/ or by completing this fillable application, which should be mailed along with the application filing fee to the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970.
- 2. Application Filing Fee: The exam announcement lists the required Application Filing Fee, which must be submitted with each application and received by the LAST DATE AND TIME FOR FILING listed on the announcement. Fees may be paid by Paypal, credit card, check or money order (payable to the Rockland County Commissioner of Finance and must include the examination number and the last four digits of your social security number). Fees are not refundable. Cash is not accepted. See Application Fee Filing Information*. For applicants who qualify, please review the Application for Fee Waiver*.

NOTICE: You should receive your admission notice one week preceding the examination date via email. If you do not receive it by the Thursday preceding the examination date, it is your responsibility to contact the Rockland County Department of Personnel by email at RCExams@co.rockland.ny.us or by calling 845-364-3737. NON-EXAMINATION EMPLOYMENT OPPORTUNITY:

Before completing this application, carefully read the job specification for the title to ensure you understand the required minimum qualifications; job specifications are available at https://mycivilservice.rocklandgov.com/default/jobs/. You may apply by completing this fillable application, which should be returned to the Department or Agency with which you are applying.

or Agency with which you are applying. Notify this office IMMEDIATELY of any chang	e to your contact infor	mation by completing a Name/Address Change Form*.
♦ 1A. EXAMINATION APPLICATION	- OR -	♦ 1B. NON-EXAMINATION EMPLOYMENT OPPORTUNITY
Title Exam Number	Title Departs	ment/Agency
❖ 2. NAME AND LEGAL RESIDENCE		
First Name Middle Initial	Last Name	
Number and Street Address	City	State ZIP
 3. State your actual permanent residence and indicate how resided there continuously, up to and including the data 3A. State of 	.	♣ 4. SOCIAL SECURITY NUMBER If you are under 18 years old or applying for a law enforcement position,
3B. County of		fill in your Date of Birth
3C. Town of 3D. Village of		Phone Number Email Address
3E. School District All of the above must be completed. However, skip 3C, 3D, 3E, if legal residence is outside of Rockland County.		YES, enroll me in email notifications from RC Dept. of Personnel regarding future examination announcements and/or job opportunities in Rockland County. I understand that if I am a provisional appointee, it is my responsibility to monitor exam announcements and apply for my position's
 5. Check the appropriate box below if you require SPECIAL 5A. Religious observance. Request for Religious Accommod 5B. Disability - (e.g., Braille booklet, Amanuensis, Reader). I 	L TESTING ARRANGE	pe submitted.

5C.

5D.

Filing for examinations with other civil service jurisdictions being held on the same date. Cross-Filer Form* must be submitted.

Active Military member - provide current orders and/or DD214. Request for Alternate Examination Date Form* must be submitted.

*	6. Check the appropriate answer to each question	6C. Are you a retiree from New York State or any civil division thereof?
6A.	Are you a United States Citizen? (US Citizenship is not a requirement for employment except for public officer positions.)	YES NO 6D. Are you an Exempt Volunteer Firefighter as defined in NYS General Municipal Law Section 200?
	YES NO (If YES, skip to question 6C)	YES NO
6B.	If NO to 6A, do you have the legal right to accept employment in the US? YES NO	6E. Are you a child or a sibling of a firefighter, police officer, emergency medical technician or paramedic killed in the line of duty? (In accordance with Section 85-a of the NY State Civil Service Law)
	If YES, provide your ALIEN Registration Number	(Provide necessary documentation for verification)
		YES NO
V E T E	If you are making a claim for veterans credits with this application, prequirements. In general, you must present documentary proof (DD214 Discharge Papers of the eligible list and you must meet the following criteria:	
A N S C R E D I T S	States; or received an other-than-honorable discharge or a gener gender identity, service-related post-traumatic stress disorder, to trauma seeking benefits afforded through New York State law an restoring access to such benefits. ARMED FORCES are defined as the Army, Navy, Air Force, Marine	on 3 below) as ordered by the federal government. under honorable circumstances from the Armed Forces of the United ral under honorable conditions discharge due to sexual orientation, aumatic brain injury, or mental health condition linked to military sexual d are in possession of a letter from the Division of Veterans Services es, Coast Guard, and all components thereof and the National Guard when w, "on a full-time duty basis other than active-duty training purposes".
*	7. EXTRA CREDIT FOR VETERANS (If you are not eligible or do not wish to claim veteran credits, skip to question 8.)	
7A.	Are you currently active in the military? (Proof of current service must be submitted)	7C. I have used veteran credits for appointment to a position in New York State or Local government.
	YES NO	YES NO
	What was your date of entry? What is your expected date of separation?	7D. I wish to claim additional credits as a NON-DISABLED veteran.(DD214 must be submitted with application)
		YES NO
/B.	I expect to receive or have already received a discharge which was honorable or I was released under honorable circumstances from the Armed Forces of the United States and I otherwise meet the criteria set forth above.	I wish to claim additional credits as a DISABLED veteran. (DD214 and Disability Documentation must be submitted with application)
	YES NO	YES NO
*	8. Check appropriate answer to each question	8E. Are you now under charges for any crime?
	Were you ever dismissed or discharged from any employment for any	YES NO
.	reasons other than lack of work or funds, disability or medical condition?	A "YES" response to questions 8A – 8E does not represent an
8B.	YES NO Did you ever resign from any employment to avoid dismissal?	automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.
8C.	Pid you ever receive a discharge from the Armed Forces of the United States which was "other than honorable" or which was issued under "other than honorable" circumstances?	If you answered "YES" to questions 8A – 8C, you may give specifics below. If you elect not to provide or if such explanation is insufficient, a Confidential Investigation Questionnaire will be forwarded to you under separate cover for your completion.
8D.	YES NO Have you ever been convicted of any crime (felony or misdemeanor)? If YES, submit a Summary of Disposition/Certificate of Relief.	Check HERE if you have provided this information previously with another application and there are no new occurrences or related information to report.
	YES NO	Date of last incident
EXP	LANATION (Include details such as dates, locations, circumstances and dispo	

· ·	-	•	n to requirements listed on the annot lied for. If in doubt, answer all quest		r the examin	ation for which
	RUCT YOUR INSTITUTION T	O EMAIL OR	FORWARD SEALED OFFICIAL TRANSCF		LY TO OUR C	OFFICE.
Do you have a High School Diplom	a? YES NO I	f "YES". vear	graduated If "NO", give hig	hest grade c	ompleted	
Name/Location of High School att						
Or a High School Equivalency (GEE	o) Diploma? YES NO)				
	•	ing Governm	ental Authority Document Number			
			SSIONAL OR TECHNICAL SCHOOLS			
Name of School and Locatio	Attended Dates	Did You Graduate? Y/N	Course of Study or Major Subject	Type of Degree Received	# of College Credits Received	Date Degree Received or Expected
	OTHE	B CCHOOLS	OR SPECIAL COURSES			
	OTHE	K SCHOOLS	OR SPECIAL COURSES			
If you have foreign educational cred	dentials, they must be evalua	ated. See Gen	eral Information Concerning Evaluation	of Foreign Fo	lucation and	Training*.
Official transcripts previously filed	· · · · · · · · · · · · · · · · · · ·			0. 1 0. 0. g.: _		
' ' '			ionther authorization to practice a trade o	or profession	is listed as a	roquiroment on
	r job specification for the po		ch you are applying, complete the follo			
Name of Trade or Profession	License Nu	mber	Granted by (Licensing Agency)		City or State	e of
Specialty	Date License Fi	rst Issued	Registered From MM/DD/YYYY		To MM/DD/	ΥΥΥΥ
Do you have a valid license to ope	rate a motor vehicle in New	/ York State?	YES NO Class		te License First	: Issued
Have you ever been employed by	the County of Rockland or h	ov anv civil div	vision therein? YES NO			
Agency Name		-				
Carefully read the minimum qualifications List below all relevant work experience. Be you are applying. Begin with your most rece in your favor. Include military service exper examination announcement. Volunteer Exp	for the examination/employment of specific in describing your experier ent employment. You are responsibilities when appropriate. Verified a perience Form* must be submitted	opportunity for water relating to the ble for submitting and documented to claim that exp	which you are applying. Fees will not be refund the minimum qualifications of the examination or an accurate and clear description of your experi- volunteer (unpaid) experience will only be creditional. If your title or duties changed materially additional information on an electronic document	ed if you do not non-examination ence. Omissions ed when specific y in the course of	meet establishen n employment of or vagueness wi ally allowed by t your service in a	d qualifications. pportunity for which ill not be interpreted he job description or
Length of Employment	Company/Type of Business		Address		City and	l State
From: Mo Yr						
To: Mo Yr	Provide a detailed description	on of your job	duties.			
Your Exact Title						
Supervisor's Name						
Supervisor's Title						
Supervisor's Contact Number						
Hours worked per week (excluding overtime)						

Length of Employment	Company/Type of Business	Address	City and State
From: Mo Yr			
To: Mo Yr	Provide a detailed description of your job duties.		
Your Exact Title			
Supervisor's Name			
Supervisor s wante			
Supervisor's Title			
Supervisor's Contact Number			
Hours worked per week			
(excluding overtime)			
Length of Employment	Company/Type of Business	Address	City and State
From: Mo Yr			
To: Mo Yr	Provide a detailed description of your job duties.		
Your Exact Title			
Companies de Norma			
Supervisor's Name			
Supervisor's Title			
Supervisor's Contact Number			
Hours worked per week			
(excluding overtime)			
Length of Employment	Company/Type of Business	Address	City and State
From: Mo Yr			
To: Mo Yr	Provide a detailed description of your job duties.		
Your Exact Title	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Supervisor's Name			
Supervisor's Title			
Supervisor's Contact Number			
Hours worked per week			
(excluding overtime)			
	Have you answered all questions? An incomplete application m	ay be disapproved.	
THIS AF	FIRMATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORM	IATION MUST BE COMPLETED	
	ormation provided by them in connection with their application for e	examination/employment is sub	eject to investigation and
	investigation by the prospective appointing authority. uthorize the Rockland County Department of Personnel, the County of	Rockland and/or its respective	Denartments Offices or
Agencies to request records or veri	ification of any or all information contained herein. I further authorize	a review and full disclosure of a	all records concerning me
	cation whether said records are of a public, private or confidential nature ords. I further release the Rockland County Department of Personnel, th		= -
· · · · · · · · · · · · · · · · · · ·	ctive officers and/or employees from any and all liability which may be in	-	·
	read and fully understand the "Affirmation and Authorization for Releas		•
	amination/Employment containing this release will be valid as an original ffirm that all statements made on this application (including any attachec		
Signature of Applicant	Print Name		Date
Name typed above is considered an	Official Signature		
State any other name by which y	ou have heen known		
State any other hame by which y	ou have been anown	Social Security N	J <u>L L L L</u> umber

Revised September 12, 2023

How did you hear of this examination/non-examination employment opportunity?

Town of Orangetown

Town Hall • 26 West Orangeburg Road • Orangeburg, NY 10962 Telephone: (845) 359⋅5100



Direct Deposit Change Form

EMPLOYEE INFORMATION:	
NAME:	
ADDRESS:	
EMPLOYEE ID #:	
1. Bank: Routing#: Check one: ()Checking () S	Account#: avings () Other
I wish to deposit: \$ OR	Entire Net Amount
2. Bank: Routing#: Check one: ()Checking ()S	Account#:
I wish to deposit: \$ OF	
3. Bank: Routing#: Check one: ()Checking () S	Account# avings () Other
I wish to deposit: \$ O	R Entire Net Amount
account listed above. This include	wn to automatically deposit my payroll check into my es authorization to correct any entries made in error.) ffect until I give written notice to cancel it. HECKFOR EACH ACCOUNT
Employee Signature	Date

Town of Orangetown

Town Hall • 26 West Orangeburg Road • Orangeburg, NY 10962 Telephone: (845) 359⋅5100



EMERGENCY CONTACT FORM

Employee Name:	
Please Print	
In the event of an emergency, I'm requesting that the following person b	e notified:
Name:	-
Relationship:	-
Address:	_
	_
Email:	_
Cell Phone #:	_
Home Phone #:	_
If the above person is not available, the following person should be noti	fied:
Name:	-
Relationship:	-
Address:	_
	_
Email:	_
Cell Phone #:	_
Home Phone #:	_
Employee Signature	

Town of Orangetown

Town Hall • 26 West Orangeburg Road • Orangeburg, NY 10962 Telephone: (845) 359⋅5100



Option to Join Retirement System

I,	, as an employee of The Town of
Orangetown was offered the option of	enrolling in the New York State
and Local Employees' Retirement Syst	tem Pursuant to section 45 of the
New York State Retirement and Social	Security Law.
PLEASE CHECK THE APPRORIATE	BOX:
I choose to join the retirement syst	tem at this time.
I choose not to join the retirement s	system at this time.
	Signature
	Position Held
	Date

Employees' Retirement System Office of the New York State Comptroller Received Date **Membership Registration RS 5420** New York State and Local Retirement System 110 State Street, Albany, New York 12244-0001 Plan Tier Rate Date of Membership (mm/dd/yyyy) Fax Number: (518) 486-4382 For questions concerning Member Enrollment call: (518) 474-3081 NYSLRS ID Social Security Number * **Registration Number** Part 1: Employee - Read information provided on page 2. Complete part 1 and sign at the bottom of the form. Middle Initial: **Employee's Last Name:** First Name: Employee's Address: City State **Zip Code** Date of Birth (mm/dd/yyyy) Former Name: (if applicable) Sex Are you receiving or about to receive a pension from a New York State or New York City public retirement system? Yes No If yes, please indicate name of system: Are you inactive or withdrawn from a New York State or New York City public retirement system? Yes No If yes, please indicate name of system: (NYS Teachers', NYS Employees', NYS Police and Fire, NYC Police Pension Fund, NYC Fire Pension Fund, NYC Board of Education, NYC Teachers', NYC Employees') Part 2: Employer - See page 2 for additional information and instructions regarding the completion of this form. Employer's Name: Employer's Telephone: Employer's Address: **Employer's Fax Number:** Job Code [1] **Employee Classification** Regular [2] ☐ Full Time ☐ 12 Month ☐ 10 Month ☐12 M Provisional LIOn Call Part Time Temporary Seasonal Substitute Per Diem Date of Full-Time Permanent Standard For State Agency Use Only -**Location Code** Hire Date [3a] Workday [4] Agency Code Appointment [3b] Day Month Month Year Day Year For a substitute, seasonal, on call or per diem employee, please check if he/she/they Frequency of Payment Semi - Monthly Monthly Quarterly Semi- Annually Annually Other- Please Specify_ | Weekly | Bi-Weekly Projected Annualized Wage [5] Tier 6 requires employers to determine the Annualized Wage for individuals who work part-time, seasonal, or on an hourly, daily, or unit of work basis. We ask that you use this calculation for all other tiers as well. See page 2 for examples. Important: If your employment is on a part-time, temporary or provisional basis, or less than 12 months a year, membership is optional. If your membership is optional, you must sign and date below to affirm Retirement System Membership. I acknowledge that my membership in the New York state and Local Retirement System is governed by provisions of Article 15 of the Retirement and Social Security Law and that I am entitled to all the benefits thereof. I understand that, as required by law, a deduction will be made from my salary or compensation for retirement contributions. Date: ___ Employee's Signature: **Employee's Telephone Number: Employee's Email Address:**

Part 1 - Employee Instructions

Important: If your employment is on a part-time, temporary or provisional basis, or less than 12 months a year, membership is optional. If your membership is optional and you **do not wish** to join the Retirement System, do not complete this application.

Warning: If you are receiving or are about to receive a pension from another New York State or New York City public retirement system, contact us directly before enrolling in NYSLRS. Enrollment may result in suspension of your pension benefit. NYSLRS retirees should contact us directly before enrollment to discuss working after retirement and possible restoration of membership.

Membership Information:

- If you are currently an active or vested member of any other public retirement system in New York State, you should contact that system concerning the advantages of transferring your membership to this System. Failure to contact that system could cause loss of the privilege of transferring membership and may affect contribution cessation dates.
- If you were previously a member of any public retirement system in New York State, and your membership was terminated or withdrawn, you may be eligible for a reinstatement of that membership. It is highly recommended that if you have a prior Tier 1 or 2 membership in any New York public retirement system that you complete the Tier Reinstatement application, RS5506 and include it with your membership registration application.
- You may also be eligible to receive credit for public service earned with a participating employer before your current date of membership. This additional service may impact your future benefits.
- You are covered by the Death Benefit allowed by law for your tier and plan status. If you have not already done so, complete an RS5127 Designation of Beneficiary with Contingent Beneficiaries form to designate beneficiary(ies) to receive an Ordinary Death Benefit. If there is no RS5127 Designation of Beneficiary with Contingent Beneficiaries on file with this System, your Ordinary Death Benefit will become payable to your estate.

Part 2 – Employer Instructions - Field Explanation and information:

- [1] Job Code– As the employer, you will need to reference our job code list at https://www.osc.state.ny.us/retire/retirement_online/jobcodes.php to determine which job code is applicable to the employee's job title. If the title is accountant, auditor, physician, attorney, engineer or architect, please submit documentation as indicated at https://www.osc.state.ny.us/retire/employers/ employer reporting basics/emp-membership-basics/independent vs employee.php
- [2] Regular is the same as Permanent or Probationary. Temporary is anything other than regular.
- [3a] Hire Date is the first time the employee was hired for the job criteria entered.
- [3b] Full-Time permanent appointment box must only be completed if at anytime the employee is appointed to a (permanent or probationary) 12 month, full-time position earning no less than current state minimum wage
- [4] Standard Workday A standard workday (hrs/day) applies to all tiers. The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily the number of hours the person actually works. For example, if a bus driver works four hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation. When entering the information on the Employer Retirement Online, you will need to select "Daily" for Work Period and then enter the standard work day in the standard day field.
- [5] Projected Annualized Wage Examples of Tier 6 annual wage for individuals paid at an Hourly, Daily or Unit of Work basis of compensation:

Hourly Employees 12 month Employee: \$ X X 260 = \$ Hourly Standard Days Annual Rate Workday Worked Wage	Daily Employees 12 month Employee: \$ X 260 = \$ Daily Days Annual Rate Worked Wage
10 month Employee: \$XX 180 = \$ Hourly Standard Days Annual Rate Workday Worked Wage	10 month Employee: \$X 180 = \$ Daily Days Annual Rate Worked Wage
Unit of Work Employees \$X = Unit Rate # of Events** Annual Wage **Estimated or Actual	Unit of Work Employee Example: Paid \$50 per Meeting \$\frac{50}{Unit Rate} \times \frac{12 Meetings}{4 Meetings} = \frac{\$600}{4 Meeting} = \frac{\$600}{4 Meeting} = \frac{12 Meetings}{4 Meetings} =

Note: Any questions regarding annualized wage, please contact the Retirement System.

*Social Security Disclosure Requirement

In accordance with the Federal Privacy Act of 1974, you are hereby advised that disclosure of your Social Security account number is mandatory pursuant to Sections 11, and 34 of the Retirement and Social Security Law. The number will be used in identifying retirement records and in the administration of the Retirement System.

Personal Privacy Protection Law

The Retirement System is required by law to maintain records to determine eligibility for and calculate benefits. Failure to provide information may interfere with the timely payment of benefits. The System may be required to provide certain information to participating employers. The official responsible for record maintenance is the Director of Member and Employer Services, NYS and Local Retirement System, Albany, NY 12244; call toll-free at 1-866-805-0990 or 518-474-7736 in the Albany Area.



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)	mily Name) First Name (Given Name) Middle Initial (if any) Other La					Other Last	t Names Used (if any)		
Address (Street Number an	pt. Number (if	i. Number (if any) City or Town				State	ZIP Code		
Date of Birth (mm/dd/yyyy)	U.S. So	cial Security Number	Emplo	Employee's Email Address					e's Telephone Number
I am aware that federal provides for imprisonr fines for false stateme use of false document connection with the co this form. I attest, und of perjury, that this inf- including my selection attesting to my citizens	1. A citizen of 2. A noncitiz 3. A lawful p 4. A noncitiz	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instruction 1. A citizen of the United States 2. A noncitizen national of the United States (See Instructions.) 3. A lawful permanent resident (Enter USCIS or A-Number.) 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) Fyou check Item Number 4., enter one of these:							
immigration status, is correct.	true and	USCIS A-Num	OR	Form I-94 Admissi	on Number	ORFOR	eign Passpo	rt Numbe	r and Country of Issuanc
Signature of Employee					То	oday's Date	(mm/dd/yyyy	′)	
If a preparer and/or tr	anslator assis	ted you in completi	ng Section 1,	that person MUST	complete t	the <u>Prepar</u> e	er and/or Tra	nslator C	ertification on Page 3.
Section 2. Employer business days after the e authorized by the Secreta documentation in the Add	mployee's firs	st day of employme ocumentation from ation box; see Inst	ent, and mus List A OR a ructions.	t physically exam combination of d	ine, or exa ocumenta	amine con tion from L	sistent with List B and L	nd sign S an alterr ist C. Er	native procedure nter any additional
		List A	OR	Lis	st B		AND		List C
Document Title 1									
Issuing Authority									
Document Number (if any)									
Expiration Date (if any)			A 4 4	:t: - f t:					
Document Title 2 (if any)			Add	itional Informati	OH				
Issuing Authority									
Document Number (if any)									
Expiration Date (if any)									
Document Title 3 (if any)									
Issuing Authority									
Document Number (if any)									
Expiration Date (if any)				Check here if you us	ed an alterr	native proce	dure authoriz		S to examine documents.
Certification: I attest, unde employee, (2) the above-lis best of my knowledge, the	ted document	ation appears to be	genuine and	to relate to the em				First Da (mm/do	ay of Employment I/yyyy):
Last Name, First Name and	Fitle of Employe	er or Authorized Repr	esentative	Signature of Em	ployer or A	uthorized R	epresentative	Э	Today's Date (mm/dd/yyy
Employer's Business or Orga	nization Name		Employer's	Business or Organi	zation Addre	ess, 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 Documents that Establish Both Identity		LIST B	LIST C Documents that Establish Employment
and Employment Authorization	OR	Documents that Establish Identity AN	Authorization
U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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,	A Social Security Account Number card, unless the card includes one of the following restrictions:
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
Employment Authorization Document that contains a photograph (Form I-766) For an individual temporarily authorized.		name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph	Certification of report of birth issued by the Department of State (Forms DS-1350,
For an individual temporarily authorized to work for a specific employer because		4. Voter's registration card	FS-545, FS-240)
of his or her status or parole: a. Foreign passport; and		Voter's registration card U.S. Military card or draft record	Original or certified copy of birth certificate issued by a State, county, municipal
b. Form I-94 or Form I-94A that has		Military dependent's ID card	authority, or territory of the United States bearing an official seal
the following:		7. U.S. Coast Guard Merchant Mariner Card	4. Native American tribal document
(1) The same name as the passport; and		Native American tribal document	5. U.S. Citizen ID Card (Form I-197)
(2) An endorsement of the individual's status or parole as long as that period of		Driver's license issued by a Canadian government authority	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or		For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security
limitations identified on the form.		10. School record or report card	For examples, see <u>Section 7</u> and <u>Section 13</u> of the M-274 on <u>uscis.gov/i-9-central</u> .
Passport from the Federated States of Micronesia (FSM) or the Republic of the		11. Clinic, doctor, or hospital record	The Form I-766, Employment
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		12. Day-care or nursery school record	Authorization Document, is a List A, Item Number 4. document, not a List C document.
		Acceptable Receipts	
May be prese	ented	d in lieu of a document listed above for a t	emporary period.
		For receipt validity dates, see the M-274.	
Receipt for a replacement of a lost, stolen, or damaged List A document.	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.
Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.			
Form I-94 with "RE" notation or refugee stamp issued to a refugee.			

^{*}Refer to the Employment Authorization Extensions page on <u>I-9 Central</u> for more information.

Form I-9 Edition 08/01/23 Page 2 of 4

$_{\text{Form}}$ W-4

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 Treasury Internal Revenue Service

Your withholding is subject to review by the IRS.

_	(2)	irst name and middle initial	Last name		(h) So	cial security number			
Step 1:	(a)	ilst hame and middle illitial	Lastriame		(6) 30	cial security number			
Enter Personal	Addr	ess				our name match the			
nformation						on your social security f not, to ensure you get			
illomation	City	or town, state, and ZIP code	credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.						
	(c)	Single or Married filing separately			or go to				
	(-,	Married filing jointly or Qualifying surviving s	oouse						
		Head of household (Check only if you're unmarr		of keeping up a home for yo	urself and	d a qualifying individual.)			
		-4 ONLY if they apply to you; otherwisom withholding, and when to use the esti			n on ea	ach step, who can			
Step 2: Multiple Job	s	Complete this step if you (1) hold more also works. The correct amount of wit							
or Spouse	•	Do only one of the following.							
Works		(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or							
		(b) Use the Multiple Jobs Worksheet of	•		or				
		(c) If there are only two jobs total, you option is generally more accurate	may check this box. Do the than (b) if pay at the lower pa	same on Form W-4 f aying job is more than	or the c				
		higher paying job. Otherwise, (b) is	more accurate			📙			
		-4(b) on Form W-4 for only ONE of the you complete Steps 3–4(b) on the Form			s. (You	r withholding will			
Step 3:		If your total income will be \$200,000 o	r less (\$400,000 or less if ma	arried filing jointly):					
Claim		Multiply the number of qualifying c	hildren 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): Other		(a) Other income (not from jobs). expect this year that won't have w This may include interest, dividence	ithholding, enter the amount	of other income here		\$			
Adjustments	3	(b) Deductions. If you expect to claim want to reduce your withholding, u			I				
		the result here			4(b)	\$			
		(c) Extra withholding. Enter any addit	ional tax you want withheld e	each pay period	4(c)	\$			
Step 5:	Und	er penalties of perjury, I declare that this certi	ficate, to the best of my knowled	dge and belief, is true, co	orrect, a	nd complete.			
Sign Here									
	En	nployee's signature (This form is not va	lid unless you sign it.)	Da	te				
Employers Only	Emp	oloyer's name and address			Employe number	er identification (EIN)			

Form W-4 (2024)

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 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 and you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 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 2024 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, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

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;
- Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
- 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.

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

Instead, 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 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 2024 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 (2024)

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; 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	2 a	\$
	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 2024 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: • \$29,200 if you're married filing jointly or a qualifying surviving spouse • \$21,900 if you're head of household • \$14,600 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 (2024) Page **4**

Married Filing Jointly or Qualifying Surviving Spouse													
Higher Paying Job													
Annual Taxable Wage & Salary	\$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	\$780	\$850	\$940	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,370	
\$10,000 - 19,999	0	780	1,780	1,940	2,140	2,220	2,220	2,220	2,220	2,220	2,570	3,570	
\$20,000 - 29,999	780	1,780	2,870	3,140	3,340	3,420	3,420	3,420	3,420	3,770	4,770	5,770	
\$30,000 - 39,999	850	1,940	3,140	3,410	3,610	3,690	3,690	3,690	4,040	5,040	6,040	7,040	
\$40,000 - 49,999	940	2,140	3,340	3,610	3,810	3,890	3,890	4,240	5,240	6,240	7,240	8,240	
\$50,000 - 59,999	1,020	2,220	3,420	3,690	3,890	3,970	4,320	5,320	6,320	7,320	8,320	9,320	
\$60,000 - 69,999	1,020	2,220	3,420	3,690	3,890	4,320	5,320	6,320	7,320	8,320	9,320	10,320	
\$70,000 - 79,999 \$80,000 - 99,999	1,020	2,220	3,420	3,690 4,890	4,240	5,320	6,320	7,320	8,320	9,320	10,320	11,320	
\$100,000 - 149,999	1,020 1,870	2,220 4,070	3,620 6,270	7,540	6,090 8,740	7,170 9,820	8,170 10,820	9,170 11,820	10,170 12,830	11,170 14,030	12,170 15,230	13,170 16,430	
\$150,000 - 239,999	1,960	4,360	6,760	8,230	9,630	10,910	12,110	13,310	14,510	15,710	16,910	18,110	
\$240,000 - 259,999	2,040	4,440	6,840	8,310	9,710	10,990	12,110	13,390	14,590	15,790	16,990	18,190	
\$260,000 - 279,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190	
\$280,000 - 299,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,380	
\$300,000 - 319,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,980	17,980	19,980	
\$320,000 - 364,999	2,040	4,440	6,840	8,310	9,710	11,280	13,280	15,280	17,280	19,280	21,280	23,280	
\$365,000 - 524,999	2,720	6,010	9,510	12,080	14,580	16,950	19,250	21,550	23,850	26,150	28,450	30,750	
\$525,000 and over	3,140	6,840	10,540	13,310	16,010	18,590	21,090	23,590	26,090	28,590	31,090	33,590	
		Single or Married Filing Separately											
Higher Paying Job		ı		1	r Paying .		al Taxable	Wage & S	Salary	ı			
Annual Taxable Wage & Salary	\$0 -	\$10,000 -	\$20,000 -	\$30,000 -	\$40,000 -	\$50,000 -	\$60,000 -	\$70,000 -	\$80,000 -	\$90,000 -	\$100,000 -	\$110,000 -	
	9,999	19,999	29,999	39,999	49,999	59,999	69,999	79,999	89,999	99,999	109,999	120,000	
\$0 - 9,999 \$10,000 - 19,999	\$240 870	\$870 1,680	\$1,020 1,830	\$1,020 1,830	\$1,020 2,350	\$1,540 3,350	\$1,870 3,680	\$1,870 3,680	\$1,870 3,680	\$1,870 3,720	\$1,910 3,920	\$2,040 4,050	
\$20,000 - 19,999	1,020	1,830	1,980	2,510	2,550 3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400	
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600	
\$40,000 - 59,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820	
\$60,000 - 79,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700	
\$80,000 - 99,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810	
\$100,000 - 124,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120	
\$125,000 - 149,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310	
\$150,000 - 174,999	2,040	4,050	5,400	6,860	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,060	
\$175,000 - 199,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810	
\$200,000 - 249,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020	
\$250,000 - 399,999 \$400,000 - 449,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500	
\$450,000 - 449,999 \$450,000 and over	2,970 3,140	6,080 6,450	8,540 9,110	10,840 11,610	13,140 14,110	15,440 16,610	17,060 18,430	18,360 19,930	19,660 21,430	20,960 22,930	22,260 24,430	23,500 25,870	
ψ430,000 and over	3,140	0,430	3,110		lead of I		·	19,900	21,400	22,900	24,400	25,070	
Higher Paying Job							al Taxable	Wage & S	Salary				
Annual Taxable	\$0 -	\$10,000 -	\$20,000 -	\$30,000 -	\$40,000 -	\$50,000 -	\$60,000 -	\$70,000 -	\$80,000 -	\$90,000 -	\$100,000 -	\$110,000 -	
Wage & Salary	9,999	19,999	29,999	39,999	49,999	59,999	69,999	79,999	89,999	99,999	109,999	120,000	
\$0 - 9,999	\$0	\$510	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960	
\$10,000 - 19,999	510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360	
\$20,000 - 29,999	850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100	
\$30,000 - 39,999	1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500	
\$40,000 - 59,999	1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720	
\$60,000 - 79,999	1,070	3,270	4,810 5,670	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120	
\$80,000 - 99,999 \$100,000 - 124,999	1,870 2,020	4,070 4,420	5,670 6,160	7,070 7,560	8,270 8,760	9,470 9,960	10,670 11,160	11,870 12,360	12,720 13,210	12,920 13,880	13,120 14,880	13,450 15,880	
\$100,000 - 124,999 \$125,000 - 149,999	2,020	4,420	6,180	7,580	8,780	9,980	11,160	13,250	14,900	15,900	16,900	17,900	
\$150,000 - 174,999 \$150,000 - 174,999	2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	16,900	18,030	19,330	20,630	
\$175,000 - 174,999	2,040	4,510	7,050	9,250	11,250	13,250	15,250	17,530	19,480	20,780	22,080	23,380	
\$200,000 - 249,999	2,720	5,920	8,620	11,120	13,420	15,720	18,020	20,320	22,270	23,570	24,870	26,170	
\$250,000 - 449,999	2,970	6,470	9,310	11,810	14,110	16,410	18,710	21,010	22,960	24,260	25,560	26,860	
\$450,000 and over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230	