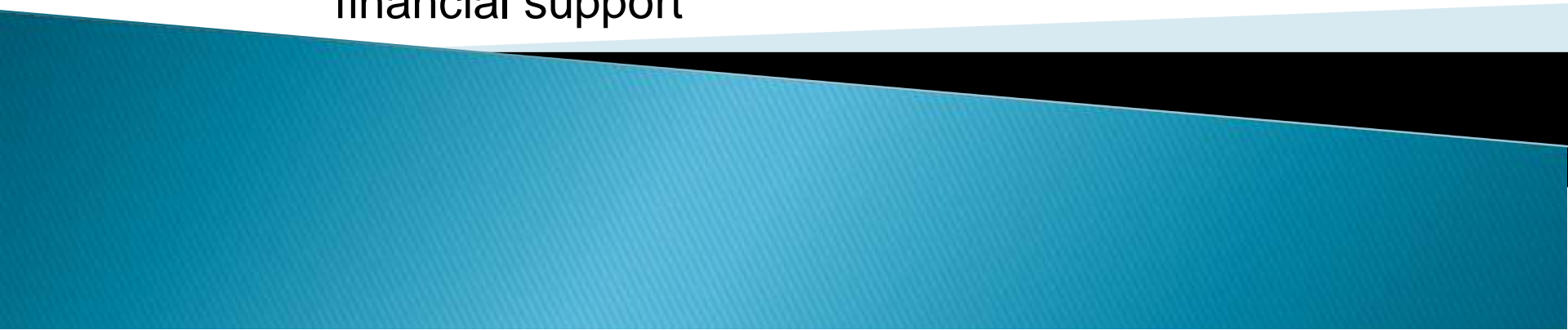


# TAX FORMS

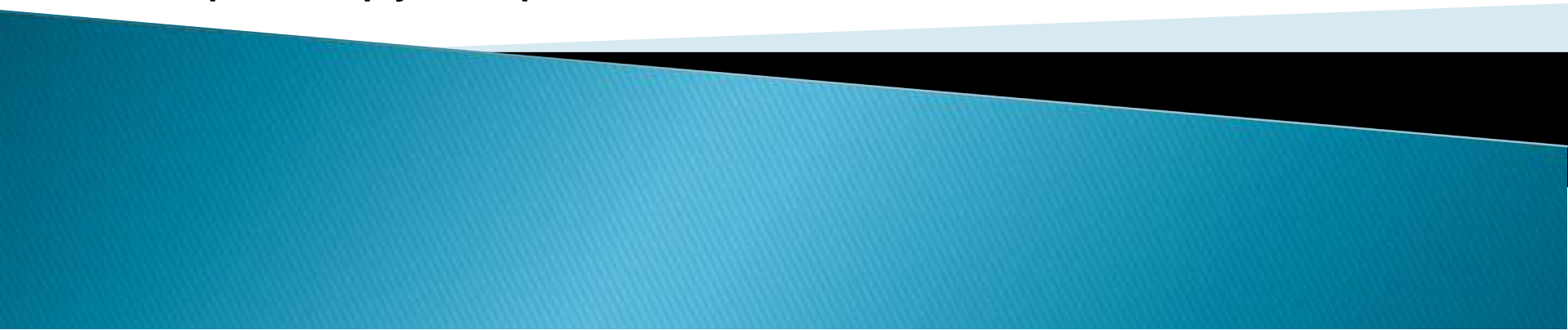


# Form W-4

## Employee's Withholding Allowance Certificate

- Determines the percentage of gross pay which will be withheld for taxes
  - Allowances
    - Used to determine the amount of federal taxes withheld from the paycheck
    - A person may claim a personal allowance if no one else claims the person as a dependent
      - Dependent – a person who relies on the taxpayer for financial support
- 

# Steps to Completing a Form W-4

- Print or type legal name on **Line 1** and home address directly below the name
  - Write social security number on **Line 2**
  - On **Line 3**, check the appropriate box to indicate marital status
  - Enter a zero on **Line 5** if not claiming any allowances
  - Sign name and date the form before giving it to the employer
  - Keep a copy for personal records
- 

# Form I-9

## Employment Eligibility Verification Form

- Used to verify the eligibility of individuals to avoid hiring undocumented workers or others who are not eligible to work in the United States
- Must provide documentation which establishes identity and employment eligibility
  - Examples include driver's license, passport, Social Security card, and birth certificate

# Form W-2

## Wage and Tax Statement

- States the amount of money earned and taxes paid throughout the previous year
  - Used to file income taxes
  - By January 31, an employer should mail a Form W-2 to each employee for the previous year
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