

CLIENT EMPLOYEE PAYROLL PROCESSING PACKET

Please complete and return this entire packet via:

Email:

onboarding@pinnaclepeo.com

Fax:

877-392-5714

If you need assistance, please contact the Onboarding
Department at #210-344-2088

IMPORTANT!

**WE WILL NOT PROCESS A PAYROLL CHECK FOR
ANY OF YOUR EMPLOYEES THAT WE DO NOT
RECEIVE A FULL AND COMPLETE EMPLOYEE
PACKET.**



STATEMENT OF UNDERSTANDING

I, _____, fully understand that my worksite employer has contracted with Pinnacle for payroll processing and other administrative services. I understand that I will receive my paycheck from Pinnacle each pay period and that all Pinnacle benefits, if applicable, will be administered through them. I understand that Pinnacle is responsible for processing my payroll taxes on behalf of my employer. Pinnacle will also prepare my W-2's and if applicable, Workers' Compensation filings.

My worksite employer retains the right of direction in regards to my employment and has control over the day-to-day operations of their business. My worksite employer is responsible for complying with state and federal laws such as, but not limited to the EEOC, FLSA and ADA. Pinnacle has the right to assist your worksite employer in dealing with state and federal agencies in matters pertaining to your employment; however, in doing so, Pinnacle assumes no responsibility over the actions taken by your worksite employer.

In the event that Pinnacle benefits have been elected, I understand that I will receive appropriate outlines on benefits and services offered to the worksite employees.

In the event that your employment has ended with your worksite employer, you are required to contact Pinnacle at (800) 688-8029, no later than 12:00 PM, the next business day and report your availability for work on another assignment. While waiting for further assignments, you required to contact Pinnacle daily to report your availability. Failure to do so could impact your unemployment benefit eligibility.

Employee Signature

Date



DRUG AND/OR ALCOHOL TESTING CONSENT FORM

I hereby agree, that if a request is made under the drug/alcohol testing policy of Pinnacle and/or my worksite employer, that I will submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have Pinnacle and/or its company physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to Pinnacle and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize Pinnacle to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Pinnacle representatives and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless Pinnacle, worksite employer, its company physician, and any testing laboratory Pinnacle might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Pinnacle or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless Pinnacle, its company physician, and any testing laboratory Pinnacle might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT PINNACLE OR WORKSITE EMPLOYER MAY REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST. TEST WILL BE ADMINISTERED IN ACCORDANCE WITH STATE AND FEDERAL LAWS.

To be signed once contingent offer of employment has been made.

Signature of Employee

Date

Employee's Name – Printed

Company Representative

Date



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Client Company: _____

Client Employee Name: _____

Social Security Number: _____

I request my payroll direct deposit be placed in the following account(s):

BANK	BANK ABA NUMBER	ACCOUNT NUMBER	\$ AMT OR %	TYPE
_____	_____	_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
_____	_____	_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

I authorize Pinnacle to credit or debit amount(s), to my account with the Financial Institution indicated above. This authority is to remain in full force and effect until Pinnacle has received written and signed notification from me of its termination. The termination will occur in such time and manner as to afford Pinnacle and the Financial Institution a reasonable opportunity to act on it.

In the event funds are deposited erroneously into my account(s), I authorize Pinnacle to debit my account(s) not to exceed the original amount of the credit.

I understand that Pinnacle reserves the right to refuse a direct deposit request. I also understand that all direct deposits are made through the Automated Clearing House (ACH) and that funds availability is subject to the terms and limitations of the ACH as well as my financial institution.

NOTE Please allow at least one pay cycle for processing.

Client Employee Signature

Date

****It is MANDATORY that you must submit a VOIDED CHECK or PRINT OUT FROM YOUR FINANCIAL INSTITUTION verifying your account and routing number for each bank account listed above. ****

NOTE: Deposit slips will not be accepted or processed



AUTHORIZATION FOR RELEASE OF INFORMATION (OPTIONAL)

You agree to allow Pinnacle, on behalf of your worksite employer, to request consumer reports and/or investigative reports including information concerning your character, employment history, general reputation, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness. This information may be obtained in connection with your application for and/or continued employment with the company. You further agree that if requested by your worksite employer, Pinnacle may provide your application information to any third party your worksite employer considers relevant for the purpose of assessing your qualifications for the job. All requests for information will be in accordance with state and federal laws. All transfers of data to a third party will comply with Pinnacle's Privacy Policy and its protocols for data security.

Upon timely written request to the Human Resources department at Pinnacle, and within five days of the request, the name, address and phone number of the reporting agency and the nature of the investigative consumer report will be disclosed to you. Pinnacle will have no involvement with any adverse action taken by your worksite employer, based in whole or in part on the information contained in the consumer report. If adverse action is taken by your worksite employer, you may request a copy of the report from Pinnacle, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

Full Name of Applicant (printed)

Date

Street Address

City, State and Zip Code

Applicant Signature

Date of Birth

Social Security Number

Driver's License Number & State of Issue

County of Residence

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.
 ► Your withholding is subject to review by the IRS.

2022**Step 1:
Enter
Personal
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		► 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 www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

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

- Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
- Do **only one** of the following.
- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**
 (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 job. This 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-employment 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 withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:
Claim
Dependents**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ► \$ _____

Multiply the number of other dependents by \$500 ► \$ _____

Add the amounts above and enter the total here

3 \$ _____**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

4(a) \$ _____

(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:
Sign
Here**

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

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

**Employers
Only**

Employer's name and address

First date of
employment

Employer identification
number (EIN)

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

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

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.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower 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	\$110	\$850	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,770	\$1,870
\$10,000 - 19,999	110	1,110	1,860	2,060	2,220	2,220	2,220	2,220	2,220	2,970	3,970	4,070
\$20,000 - 29,999	850	1,860	2,800	3,000	3,160	3,160	3,160	3,160	3,910	4,910	5,910	6,010
\$30,000 - 39,999	860	2,060	3,000	3,200	3,360	3,360	3,360	4,110	5,110	6,110	7,110	7,210
\$40,000 - 49,999	1,020	2,220	3,160	3,360	3,520	3,520	4,270	5,270	6,270	7,270	8,270	8,370
\$50,000 - 59,999	1,020	2,220	3,160	3,360	3,520	4,270	5,270	6,270	7,270	8,270	9,270	9,370
\$60,000 - 69,999	1,020	2,220	3,160	3,360	4,270	5,270	6,270	7,270	8,270	9,270	10,270	10,370
\$70,000 - 79,999	1,020	2,220	3,160	4,110	5,270	6,270	7,270	8,270	9,270	10,270	11,270	11,370
\$80,000 - 99,999	1,020	2,820	4,760	5,960	7,120	8,120	9,120	10,120	11,120	12,120	13,150	13,450
\$100,000 - 149,999	1,870	4,070	6,010	7,210	8,370	9,370	10,510	11,710	12,910	14,110	15,310	15,600
\$150,000 - 239,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	16,830
\$240,000 - 259,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	17,590
\$260,000 - 279,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	16,100	18,100	19,190
\$280,000 - 299,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	13,700	15,700	17,700	19,700	20,790
\$300,000 - 319,999	2,040	4,440	6,580	7,980	9,340	11,300	13,300	15,300	17,300	19,300	21,300	22,390
\$320,000 - 364,999	2,100	5,300	8,240	10,440	12,600	14,600	16,600	18,600	20,600	22,600	24,870	26,260
\$365,000 - 524,999	2,970	6,470	9,710	12,210	14,670	16,970	19,270	21,570	23,870	26,170	28,470	29,870
\$525,000 and over	3,140	6,840	10,280	12,980	15,640	18,140	20,640	23,140	25,640	28,140	30,640	32,240

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower 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	\$400	\$930	\$1,020	\$1,020	\$1,250	\$1,870	\$1,870	\$1,870	\$1,870	\$1,970	\$2,040	\$2,040
\$10,000 - 19,999	930	1,570	1,660	1,890	2,890	3,510	3,510	3,510	3,610	3,810	3,880	3,880
\$20,000 - 29,999	1,020	1,660	1,990	2,990	3,990	4,610	4,610	4,710	4,910	5,110	5,180	5,180
\$30,000 - 39,999	1,020	1,890	2,990	3,990	4,990	5,610	5,710	5,910	6,110	6,310	6,380	6,380
\$40,000 - 59,999	1,870	3,510	4,610	5,610	6,680	7,500	7,700	7,900	8,100	8,300	8,370	8,370
\$60,000 - 79,999	1,870	3,510	4,680	5,880	7,080	7,900	8,100	8,300	8,500	8,700	8,970	9,770
\$80,000 - 99,999	1,940	3,780	5,080	6,280	7,480	8,300	8,500	8,700	9,100	10,100	10,970	11,770
\$100,000 - 124,999	2,040	3,880	5,180	6,380	7,580	8,400	9,140	10,140	11,140	12,140	13,040	14,140
\$125,000 - 149,999	2,040	3,880	5,180	6,520	8,520	10,140	11,140	12,140	13,320	14,620	15,790	16,890
\$150,000 - 174,999	2,040	4,420	6,520	8,520	10,520	12,170	13,470	14,770	16,070	17,370	18,540	19,640
\$175,000 - 199,999	2,720	5,360	7,460	9,630	11,930	13,860	15,160	16,460	17,760	19,060	20,230	21,330
\$200,000 - 249,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$250,000 - 399,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$400,000 - 449,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,470
\$450,000 and over	3,140	6,290	8,880	11,380	13,880	16,010	17,510	19,010	20,510	22,010	23,380	24,680

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower 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	\$760	\$910	\$1,020	\$1,020	\$1,020	\$1,190	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040
\$10,000 - 19,999	760	1,820	2,110	2,220	2,220	2,390	3,390	4,070	4,070	4,240	4,440	4,440
\$20,000 - 29,999	910	2,110	2,400	2,510	2,680	3,680	4,680	5,360	5,530	5,730	5,930	5,930
\$30,000 - 39,999	1,020	2,220	2,510	2,790	3,790	4,790	5,790	6,640	6,840	7,040	7,240	7,240
\$40,000 - 59,999	1,020	2,240	3,530	4,640	5,640	6,780	7,980	8,860	9,060	9,260	9,460	9,460
\$60,000 - 79,999	1,870	4,070	5,360	6,610	7,810	9,010	10,210	11,090	11,290	11,490	11,690	12,170
\$80,000 - 99,999	1,870	4,210	5,700	7,010	8,210	9,410	10,610	11,490	11,690	12,380	13,370	14,170
\$100,000 - 124,999	2,040	4,440	5,930	7,240	8,440	9,640	10,860	12,540	13,540	14,540	15,540	16,480
\$125,000 - 149,999	2,040	4,440	5,930	7,240	8,860	10,860	12,860	14,540	15,540	16,830	18,130	19,230
\$150,000 - 174,999	2,040	4,460	6,750	8,860	10,860	12,860	15,000	16,980	18,280	19,580	20,880	21,980
\$175,000 - 199,999	2,720	5,920	8,210	10,320	12,600	14,900	17,200	19,180	20,480	21,780	23,080	24,180
\$200,000 - 449,999	2,970	6,470	9,060	11,480	13,780	16,080	18,380	20,360	21,660	22,960	24,250	25,360
\$450,000 and over	3,140	6,840	9,630	12,250	14,750	17,250	19,750	21,930	23,430	24,930	26,420	27,730



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

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

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

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

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)									
Address (Street Number and Name)		Apt. Number	City or Town	State ZIP Code								
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									Employee's E-mail Address		Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

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

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)
Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	
City or Town	
State ZIP Code	

STOP Employer Completes Next Page **STOP**



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

USCIS
Form I-9

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

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A OR List B AND List C Identity and Employment Authorization				
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	Additional Information			QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title	Additional Information			QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I 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			
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)			City or Town		State	ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

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

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear 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
--	---------------------------	---

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	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p> <p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> <p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p> <p>For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>		<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <p>(1) NOT VALID FOR EMPLOYMENT</p> <p>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p> <p>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p> <p>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</p> <p>4. Native American tribal document</p> <p>5. U.S. Citizen ID Card (Form I-197)</p> <p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p> <p>7. Employment authorization document issued by the Department of Homeland Security</p>

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

Refer to the instructions for more information about acceptable receipts.

Want a simple and secure way to access your pay?



Choose to have your pay delivered electronically to:



OR



A PaychekPLUS! Elite® Visa® Payroll Card

Your Current Bank Account

Both ePay options offer fast access to your pay on payday while reducing the cost and hassle of cashing paper paychecks.

Use your payroll card everywhere Visa debit cards are accepted.

Choose to receive your pay on the payroll card, and ENJOY...



Fast access to your pay!

No more check cashing hassles.



Valuable features!

Alerts,* Cash Back Rewards, and a Savings Account are just a few of the great features of your payroll card.



Greater financial control!

Manage your account online, by phone or through the mobile app.



Various ways to pay your bills!

Pay bills online, in person or by phone.



More security and peace of mind!

Unlike checks or cash, lost or stolen payroll cards can be easily replaced.



Endless opportunities to personalize!

Customize your card with your name and a custom image.**

Make Your ePay Choice today.
Ask your manager for sign up instructions.

If you use direct deposit today, you do not need to take action, since you already receive your pay electronically. If you currently receive paper checks and do not provide other direct deposit information, your wages will be paid to a payroll card.

The PaychekPLUS! Elite Visa Payroll Card is issued by Comerica Bank pursuant to a license from Visa U.S.A. Inc.

*Standard text and data rates may apply. **Fees and other terms and conditions apply when you select a Custom Card image. See www.paychekplus.com for more information.

PaychekPLUS! Elite® Visa® Payroll Card Enrollment Form



Sign up today! Complete the form below and return it to your employer.

Name:		Social Security Number:		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Physical Address (No PO Boxes):		City/State/Zip:		
Mailing Address (If different from physical address):		City/State/Zip:		
Date of Birth:	Phone Number:	Email Address:		
For Manager Use	Enter 10-digit Card ID:	<input type="text"/>		

The PaychekPLUS! Elite Visa Payroll Card is issued by Comerica Bank pursuant to a license from Visa U.S.A. Inc.

Consent to Payroll Card Account

By signing below, I authorize my wages and/or salary to be electronically deposited to my PaychekPLUS! Elite Visa Payroll Card. This authorization will remain in effect until my employer receives written notice from me terminating my consent and my employer has a reasonable opportunity to act on that notice. By providing a telephone number, I expressly consent to receiving calls regarding my card account at this number, including auto-dialed calls and prerecorded or artificial voice message calls. Calls to a mobile number may incur fees from my cellular provider.

I understand that my Payroll Card Account and associated direct deposit account number cannot be used for preauthorized direct debits from merchants or from utility or Internet service providers. If presented for payment, these preauthorized direct debits will be declined and my payment to the merchant or provider will not be processed. The bank routing number and direct deposit account number are for the purpose of initiating direct deposits to my Payroll Card Account only. I am not authorized to provide this bank routing number and direct deposit account number to anyone other than my employer or other payer.

Direct deposit capability is subject to payer's support of this feature. I must check with my payer to find out when the direct deposit of funds will start. Funds availability is subject to timing of payer's funding..

Important Information about Procedures for Creating a Payroll Card Account

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for me: When I apply for a Payroll Card, I will be asked for my name, address, date of birth, and other information that will allow you to reasonably identify me. I may also be asked to see my driver's license or other identifying documents at any time.

Employee Signature: _____ Date: _____

¿Quiere una forma sencilla y segura de acceder a su pago?



Elegir que el pago entregado electrónicamente a:



**Una Tarjeta de Nómina
PaychekPLUS! Elite® Visa®**

O



Su Cuenta de Banco Actual

Ambas opciones ePay ofrecen acceso rápido a su pago el día de pago a la vez de eliminar el costo y molestia de cobrar cheques en papel.

Usar su tarjeta de nómina en todos los lugares donde se acepten las tarjetas de débito Visa.

Elija recibir su pago en la tarjeta de nómina y DISFRUTAR...



¡Acceso rápido a su pago!

No más problemas para cambiar cheques.



¡Características valiosas!

Las Alertas,* las Recompensas en Dinero, y una cuenta de ahorros son solamente algunas de las maravillosas características de su tarjeta de nómina.



¡Mejor control financiero!

Administre su cuenta en línea, por teléfono o con la aplicación móvil.



¡Varias maneras de pagar sus facturas!

Pague sus cuentas en línea, en persona o por teléfono.



¡Más seguridad y tranquilidad!

A diferencia del dinero en efectivo, las tarjetas de nómina perdidas o robadas se pueden reemplazar fácilmente.



¡Un sinfín de oportunidades de personalización!

Personalice su tarjeta con su nombre y una imagen personalizada.**

Haga Su Elección ePay Hoy.

Solicítelle a su Gerente un Formulario de Inscripción.

Si usas depósitos directos hoy, no necesitas tomar esta acción, ya que ya estás recibiendo sus pagos electrónicamente. Si a momento estás recibiendo sus pagos en cheques de papel y no haces una elección, su pago se depositaran a una tarjeta de nómina.

La Tarjeta de Nómina PaychekPLUS! Elite Visa es emitida por Comerica Bank de conformidad con una licencia de Visa U.S.A. Inc.

* Pueden aplicar las tarifas estándar por mensaje de texto y datos. ** Se aplican tasas y otros términos y condiciones cuando se selecciona una imagen para la tarjeta personalizada. Vea paychekplus.com para más información.

Formulario de Inscripción en la Tarjeta de Nómina PaychekPLUS! Elite® Visa®



¡Inscríbase hoy! Complete el siguiente formulario y devolverlo a su empleador.

Nombre:	Número de Seguro Social: <input type="text"/>												
Dirección física (No usar Casilla de Correo):				Ciudad/Estado/Código postal:									
Dirección postal (Si es diferente a la dirección física):				Ciudad/Estado/Código postal:									
Fecha de nacimiento:	Número de teléfono:			Dirección de correo electrónico:									
For Manager Use (Para el uso del encargado)	Enter 10-digit Card ID: (Introduzca el 'Card ID' de 10 dígitos)			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

La Tarjeta de Nómina PaychekPLUS! Elite Visa es emitida por Comerica Bank de conformidad con una licencia de Visa U.S.A. Inc.

Consentimiento a Cuenta con Tarjeta de Nómina

Al firmar más abajo, autorizo que mis sueldos y/o salario sean depositados electrónicamente en mi Tarjeta de Nómina de PaychekPLUS! Elite Visa. Esta autorización permanecerá en vigor hasta que mi empleador reciba aviso escrito de mi parte cancelando mi consentimiento y mi empleador tenga una oportunidad razonable de responder a ese aviso. Al proporcionar un número de teléfono, consiento expresamente a recibir llamadas con respecto a la cuenta de mi tarjeta en este número, incluyendo llamadas grabadas o artificiales y mensaje de voz. Las llamadas a un teléfono móvil pueden incurrir en cargos de mi proveedor de telefonía móvil.

Entiendo que mi Cuenta con Tarjeta de Nómina y el número de cuenta asociado para depósito directo no pueden ser usados para débitos directos preautorizados de comerciantes o de servicios públicos o proveedores de servicios de Internet. Si son presentados para su pago, estos débitos directos preautorizados serán rechazados y mi pago al comerciante o proveedor no será procesado. El número de tránsito del banco y el número de cuenta para depósito directo tienen el único propósito de iniciar depósitos directos en su Cuenta con Tarjeta de Nómina. No estoy autorizado a proporcionar este número de tránsito y número de cuenta para depósito directo a nadie excepto a su empleador o pagador.

La capacidad de Depósito Directo depende de que el pagador pueda ofrecer este servicio. Tengo que revisar con mi pagador cuándo comenzará el depósito directo de fondos. La disponibilidad de fondos depende del momento en que el pagador haga disponible los fondos.

Información importante sobre procedimientos para establecer una Cuenta con Tarjeta de Nómina

Para ayudar al gobierno en su lucha contra el financiamiento del terrorismo y las actividades de lavado de dinero, la ley federal exige que todas las instituciones financieras obtengan, verifiquen y registren información que identifique a cada persona que abre una cuenta. Qué significa esto para mí: Cuando solicito una Tarjeta de Nómina, me preguntarán mi nombre, domicilio, fecha de nacimiento y otra información que le permita identificarme adecuadamente. También podrán solicitar ver mi licencia de conducir u otros documentos identificatorios en cualquier momento.

Firma del empleado: _____ **Fecha:** _____

Controles del idioma inglés: Esta traducción se provee para su conveniencia. Los significados de términos, condiciones y representaciones contenidas en este material están sujetos a definiciones e interpretaciones del idioma inglés. Es posible que la traducción no represente precisamente la información original en inglés.