Cooperating Teacher/Field Supervisor
Instructions for Completing
I – 9 and W-4 Forms

I-9 Form

Please complete Page 1 of the I-9 Form exactly as shown in the sample below. Please pay special attention to these areas of I-9. Also, ensure you fill in every space—do not leave any space blank. Our Human Resources Dept. requires us to submit the original form—you no longer can submit via fax or email.

Page 1 of I-9

Complete Section 1. Employee Information and Attestation.

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):

☐ 1. A citizen of the United States

☐ 2. A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ 3. A husband/wife/spouse of a citizen or lawful permanent resident.

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): (See instructions)

☐ 5. An alien authorized to work with Form I-9 (See instructions)

☐ 6. A nonimmigrant worker authorized to work with Form I-76 (See instructions)

An original signature is required. You may not “type” in your signature.

IMPORTANT: Do not fill in the bottom of I-9 if you completed the form.
Page 2 of I-9
Must be completed by a Human Resources or Administrator trained in the Homeland Security I-9 training. Not to be completed by the employee.

Page 3 of I-9
Submit a copy of the document(s) from lists of acceptable documents below for verification of employment identity.

- If you select a document from List A, you do not need to submit any other documents. Only one document is submitted.
- If you select a document from List B, you will also need to select a document from List C.

**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

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport, and
   b. Form I-94 or Form I-94A that has the following:
      i. The same name as the passport, and
      ii. 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.
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

**LIST B**
Documents that Establish Identity AND

1. Driver’s license or ID card issued by a State or outlying possession of the United States that provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
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
3. School ID card with a photograph
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

**LIST C**
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   a. NOT VALID FOR EMPLOYMENT
   b. VALID FOR WORK ONLY WITH INS AUTHORIZATION
   c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Form DS-1260, FS-545, FS-240)
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
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

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

**IMPORTANT:**
You may not use two documents from List B. You must select a document from List B and List C.
W-4 Form

All you need to submit to the Field Placement & Licensure Office is the actual W-4 form. We do not need the worksheets from the W-4. Please pay special attention to these areas of W-4.

**Form W-4 (2018)**

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

**Purpose:** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2018 if both of the following apply:
- For 2017 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2018 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it.

**Your exemption for 2018 expires February 15, 2019.** See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

**General Instructions**

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

**Note:** if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

**Nontax income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505, or use the calculator at www.irs.gov/W4App or W-4P.

For nonresident alien individuals: A nonresident alien is a person who does not have a tax home in the United States. If you are a nonresident alien, you cannot claim personal exemptions for yourself or dependents. You file Form W-4P, if applicable.

**Specific Instructions**

**Personal Allowances Worksheet**

Complete this worksheet on page 6 first to determine the number of withholding allowances to claim.

**Line G.** Households please note:

Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

**Line E. Child tax credit.** When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

**Line F. Credit for other dependents.** If you file your tax return, you might be eligible to claim a credit for each dependent that doesn't qualify for child tax credit. To claim a credit, see Pub. 972. To reduce the tax withheld from your pay by taking this into account, follow the instructions on line F of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

**#5. This is the number of deductions/allowances you want taken out of your paycheck, if any.**

**Fill in your information for #1 and #2.**

**Make sure to check one of the boxes under #3.**

**Make sure to sign and date the bottom of W-4.**