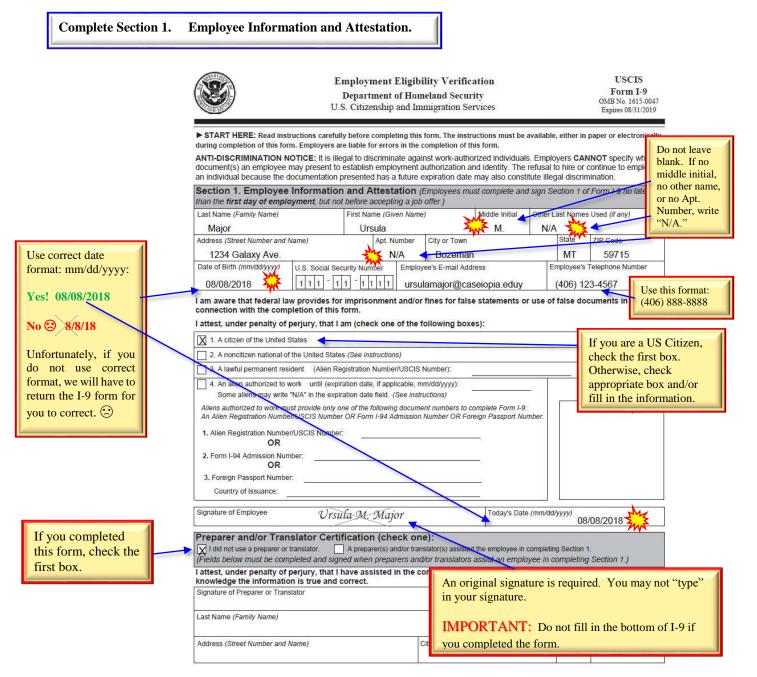
Cooperating Teacher/Field Supervisor Instructions for Completing I – 9 and W-4 Forms

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—do not submit via fax or email.*

Page 1 of I-9



Page 2 of I-9

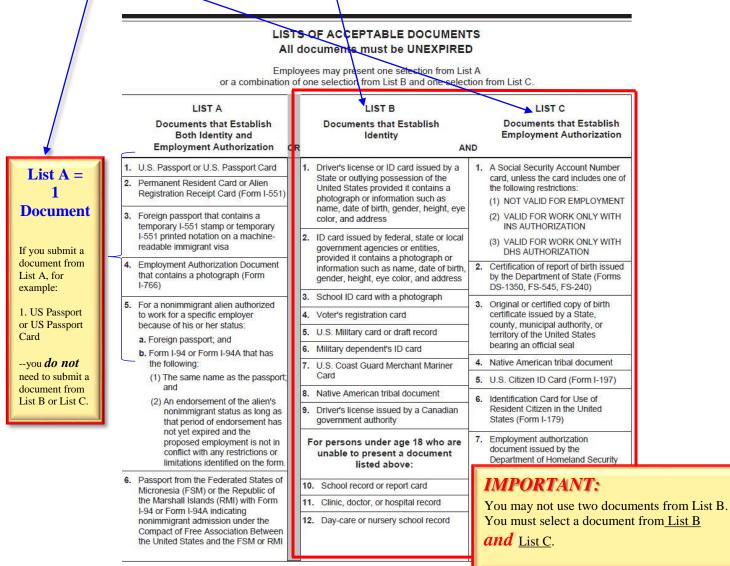
Section 2. Employer or Authorized Representative Review and Verification must be completed by a Human Resources or Administrator or any individual with I-9 training. *Not to be completed by the employee.* Please pay special attention to these areas. *Remember to use correct date format (mm/dd/yyyy) in any area that is requesting a date.*

IMPORTANT!! Read the instructions on the next page for	Employment Eligibility Verification If no middle USCIS Department of Homeland Security "N/A." USCIS U.S. Citizenship and Immigration Services "N/A." USCIS	
List of Acceptable Documents. To	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."	This information should be the same as marked
reiterate:	Employee Info from Section 1 Last Name (Family Name) First Name (Given Name) M.L. Citizenship/Immigration Status List A OR List B AND List C	on Pg. 1, # 1 of I-9. For example, if employee checked they were "A
List A = 1 document	Identity and Employment Authorization Identity Employment Authorization Document Title Document Title Bocument Title	citizen of the United States," then write in,
If you select a document from	Issuing Authority Issuing Authority Issuing Authority Document Number Document Number Document Number	"1 - US Citizen."
List B then you will also need to	Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy)	If employee checked any other box,
select a document from	Document Title Additional Information GR Code - Sectors 2.8.3 Do Not Write In This Space	representative should fill in Immigration
List C.	Document Number	Status here.
	Expiration Date (if any)(mm/dd/yyyy) Document Title	
	Issuing Authority	
	Document Number Expiration Date (if any)(mm/dd/yyyy)	
Information under the	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	First day of employment is:
"Certification: I attest" is	employee is authorized to work in the United States. The employee's first day of employment (mm/dd/yyyy): Signature of Employer or Authorized Representative Signature of Employer or Authorized Representative	Leave this BLANK
the representative	Last Name of Employer or Authorized Representative First Name of Employer or Authorized Representative Employer's Business or Organization Name	Use correct date format
completing Section 2	Employer's Business or Organization Address (Street Number and Name) City or Town State Street Code	for "Today's Date": mm/dd/yyyy.
information. Please use a	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)	Yes! 😳 08/08/2018
physical addressno P.O. Box.	Last Name (Family C. If the employee's Do not complete Section 3. ablishes	No 🙄 8/8/18
	Continuing employm Document Title I attest, under per the employee pre iII a communication to the provided state of the provided	Unfortunately, if you do not use correct format, we will have to return
	Signature of Employee pre-	the I-9 form for you to correct. 🟵
	Form I-9 07/17/17 N Page 2 of 3	

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.



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

Refer to the instructions for more information about acceptable receipts.

W-4 Form

All you need to submit to the Field Placement & Licensure Office is the actual W_{74} 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

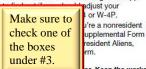
tax withholding more accurately. Consider

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 that 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 at a time, 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.

Nonwage 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



Specific Instructions

Personal Allowances Worksheet Complete this worksheet on page 3 first to determine the number of withholding allowances to claim. Line C. Head of household 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. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the chi tax credit, such as any dependent childr age 17 and older. To learn more about th credit, see Pub. 505. To reduce the tax withheld from your pay by taking this cre into account, follow the instructions on lin F of the worksheet. On the worksheet, yo will be asked about your total income. Fe this purpose, total income includes all of

#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.

1 Your first name and	I middle initial	Last name		2	Your social s	ecurity number	
Home address (nur	nber and street or rura	route)		farried Married eparately, check "Marrie		t higher Single rate. t higher Single rate."	
City or town, state, and ZIP code			20	4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.			
7 I claim exempti • Last year I ha • This year I exp If you meet bot Inder penalties of perjuint Exployee's signature This form is not valid un	on from withholdin d a right to a refun- bect a refund of all h conditions, write y, I declare that I ha less you sign it.) ►	g for 2018, and I certify d of all federal income t federal income tax with "Exempt" here ve examined this certific	aycheck that I meet both of the fol tax withheld because I had hheld because I expect to ate and, to the best of my k	lowing conditions t no tax liability, an have no tax liability ▶ 7 nowledge and belief	for exemption d y. f, it is true, cor ate ►	rect, and complete.	
8 Employer's name and a boxes 8, 9, and 10 if se	address (Employer: Co Inding to State Directo	mplete boxes a and 10 if se ry of New Hires.)	nding to IRS and complete	9 First date of employment	numbe	yer identification ar (EIN)	
	nenwork Reduction	Act Notice, see page 4	4 C:	t, No. 10220Q		Form W-4 (2018	