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

Complete Section 1. Employee Information and Attestation.

Use correct date format: mm/dd/yyyy:
Yes! 08/08/2018
No ☹ 8/8/18

Unfortunately, if you do not use correct format, we will have to return the I-9 form for you to correct. ☹

If you completed this form, check the first box.

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.
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 List of Acceptable Documents. To reiterate:

- List A = 1 document
- If you select a document from List B then you will also need to select a document from List C.

Information under the “Certification: I attest…” is the representative completing Section 2 information. Please use a physical address…no P.O. Box.

**Do not complete Section 3.**
**The MSU Human Resources Department will complete this section.**

**This information should be the same as marked on Pg. 1, #1 of I-9.** For example, if employee checked they were “A citizen of the United States,” then write in, “1 - US Citizen.”

If employee checked any other box, representative should fill in Immigration Status here.

**First day of employment is:**
Leave this BLANK
Use correct date format for “Today’s Date”: mm/dd/yyyy.

Yes! 😊 08/08/2018

No ☹️ 8/8/18

Unfortunately, if you do not use correct format, we will have to return the I-9 form for you to correct. 😞
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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
<td></td>
<td>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</td>
<td></td>
<td></td>
<td>1. A Social Security Account Number Card, unless the card includes one of the following restrictions:</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td></td>
<td>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</td>
<td></td>
<td></td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-501 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td></td>
<td>3. Certification of report of birth issued by the Department of State (Forms DS-1250, FS-545, FS-240)</td>
<td></td>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td></td>
<td>4. Voter’s registration card</td>
<td></td>
<td></td>
<td>2. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td></td>
<td></td>
<td>5. U.S. Military card or draft record</td>
<td></td>
<td></td>
<td>3. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td></td>
<td>6. Military dependent’s ID card</td>
<td></td>
<td></td>
<td>4. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td></td>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td></td>
<td>5. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
<td></td>
<td>8. Native American tribal document</td>
<td></td>
<td></td>
<td>6. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td></td>
<td></td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

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.

**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.

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**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 either 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.

**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.**

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**Specific Instructions**

**Personal Allowances Worksheet.** Complete this worksheet on page 2 to determine the number of withholding allowances to claim.

**Line C. Head of household please enter.** 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 child tax credit, such as any dependent child age 17 and older. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit 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.**