

Employee On-Boarding

Employee on-Boarding - The process by which new employees complete necessary tax and employment verification documents. Employees are also familiarized with company policies, culture, and procedures.

Form W-4 (Employee's Withholding Allowance Certificate) – A federal _____ form filled out by an employee to indicate the amount that should be withheld from his/her _____ for taxes.

Tax exemptions – An amount that a taxpayer who meets certain criteria can _____ from their taxable income.

Personal allowances worksheet – This worksheet (located on the W-4 form) allows you to further _____ your withholding allowances based on itemized _____, certain credits, adjustments to income, or two-earner/multiple-jobs situations.

Overall, the more allowances/exemptions you claim, the _____ money is withheld from your taxes to put towards your future tax liability. The risk –

The fewer allowances/exemptions you claim, the _____ money is withheld from your taxes to put towards your future tax liability. The risk –

(I recommend that you claim at least _____ allowance/exemption than you have the right to)

Form I-9 (Employment E_____ Verification) – The purpose of this form is to verify the _____ and employment authorization of individuals hired in the U.S. This includes both citizens and non-citizens.

W-4 Scenarios

1. A married couple, filing jointly, has a combined income of \$120,000. One spouse earns \$50,000 and the other makes \$70,000. They have 3 young children, no “other credits,” and don’t itemize their deductions. How many allowances/exemptions can they claim?
2. A single parent earns \$62,000. They have 3 children, 2 of whom still count as dependents. They have no “other credits,” but they do itemize their deductions, and estimate those deductions to equal \$20,000 for 2019. There are no adjustments to their income, and they did not earn any nonwage income (dividends/interest). How many allowances/exemptions can they claim?
3. A single person, with no children earn \$54,000. How many allowances/exemptions can they claim?

I-9 Form

1. Identify 2 ways to establish/prove your identity from list A.
2. Identify 3 combinations that could establish/prove your identity from lists B & C.
3. What did you learn? Discuss at least 1 new learning idea/concept about the I-9 form.