

## 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 **tax** form filled out by an employee to indicate the amount that should be withheld from his/her **paycheck** for taxes.

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

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

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

*you'll owe tax*

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

*you can't pay your bills*

(I recommend that you claim at least **1 less** allowance/exemption than you have the right to)

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