



Worksite employer (client): _____	Client no.: _____
Work location: _____	Work state: _____

**Note: \*\*\*45-day notice required for new location/state\*\*\***

## NEW EMPLOYEE PACKET

Please complete this packet only **AFTER** you have accepted an offer of employment with your Worksite Employer.

**Welcome to Key HR!** Your Worksite Employer has entered into a relationship with Key HR to provide certain administrative services which typically include: preparation of your paycheck, management of work related injuries or illnesses via our workers' compensation program, human resources support services and certain optional benefits. Your Worksite Employer will continue to have day-to-day direction and control of your employment, including but not limited to: policies, procedures, pay rate and hours of work.

**Employee Instructions:** Complete all sections marked, sign and promptly return to your Worksite Supervisor.

### Worksite Employer Instructions:

1. Complete all sections marked in **BLUE** : Page 1(a) and Page 4(b) – Section 2 “Employer or Authorized Rep Review and Verification;”
2. Verify employee has completed packet, including signatures on all forms and acknowledgments;
3. Email Pages 1(a) through 6 to your Key HR Payroll Specialist at [payroll@keyhro.com](mailto:payroll@keyhro.com) and
4. Keep the original New Employee Packet for your records. Note: Pages 3(a) 3(b), 5 and 6 should be kept separate from personnel file.

Name (Please print name as shown on your Social Security Card): Last name: _____ First: _____ MI: _____			Marital status (check one) <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated		
Is this your legal name? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, what is your legal name? _____	(Former name): _____	Birthdate: _____	Age: _____	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Social Security no.: _____		Phone no.: _____		Email address: _____	
Street address: _____		City: _____		State: _____	ZIP Code: _____
<b>IN CASE OF EMERGENCY</b>					
Name of local friend or relative (not living at same address): _____		Relationship to patient: _____		Home phone no.: _____	Work phone no.: _____

### TO BE COMPLETED BY THE WORKSITE EMPLOYER (CLIENT)

Key HR start date: _____		Client date of hire: _____		Employment type: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
Primary rate of pay: _____	Secondary rate of pay: _____	Pay method: <input type="checkbox"/> Hourly <input type="checkbox"/> Salaried <input type="checkbox"/> Commission <input type="checkbox"/> Tipped			Standard hours/week: _____
EEO Job Classification (check <u>one</u> classification which best describes the position):					
<input type="checkbox"/> 1.1 Executive/Senior Level Officials and Managers		<input type="checkbox"/> 2 Professionals		<input type="checkbox"/> 6 Craft Workers (skilled)	
<input type="checkbox"/> 1.2 First/Mid-Level Officials and Managers		<input type="checkbox"/> 3 Technicians		<input type="checkbox"/> 7 Operative (semi-skilled)	
		<input type="checkbox"/> 4 Sales		<input type="checkbox"/> 8 Laborers (unskilled)	
		<input type="checkbox"/> 5 Office and Clerical		<input type="checkbox"/> 9 Service Workers	
Job title: _____		W/C code: _____		Location code: _____	
Department code: _____		Division: _____		Project/Cost center: _____	
_____ <i>Authorized signature</i>		_____ <i>Title</i>		_____ <i>Date</i>	



## EMPLOYMENT AUTHORIZATION AND ACKNOWLEDGEMENT

**Employment:** I understand that my Worksite Employer has entered into an Agreement with Key HR or an affiliated company (“KEY”) whereby KEY has agreed to provide certain specifically identified employment related services for me and my Worksite Employer. I understand that my Worksite Employer will still manage, direct and control day-to-day activities, and that I remain an at-will leased employee. Employment is on a probationary basis probationary basis for the first ninety (90) days after hiring.

**Acknowledgment/Disclaimer of Employment Status:** I understand I will **NOT** be considered a KEY employee for any purpose until a completed New Employee Packet and required paperwork is fully COMPLETED and RECEIVED by KEY.

**Wages:** I acknowledge that my Worksite Employer is responsible for paying my wages. In the event my Worksite Employer does not pay KEY for services provided by me to my Worksite Employer for a particular pay period, KEY may terminate the Agreement with the Worksite Employer, with no further obligations to me or my Worksite Employer. If the Agreement with my Worksite Employer remains in place, KEY may terminate my employment with no further obligations, or may elect to pay me for such pay period no more than the then-current minimum wage rate and my applicable overtime pay based on such minimum wage rate or the minimum salary for that pay period, as permitted by law. I understand that my Worksite Employer remains ultimately obligated to me for any unpaid wages I may be due. In the event that my Worksite Employer files a petition in bankruptcy at a time when monies are due to

KEY from my Worksite Employer for wages paid to me, I hereby assign KEY any and all rights I have to assert a priority wage claim in the bankruptcy proceeding. I also authorize KEY and its affiliates to initiate any adjustments on future wages for any entries made in error.

**Unemployment:** I hereby agree to notify KEY in the event I resign or am terminated by my Worksite Employer, regardless of the reason within 48 hours for possible reassignment and that unemployment benefits may be denied if I fail to do so.

**Safety/Injuries:** I agree to immediately report to KEY and my Worksite Employer any accidents or injuries I suffer while working or while on my Worksite Employer’s premises. I further agree to follow all safety rules and regulations established by either KEY or my Worksite Employer and realize that failure to do so may alter any workers’ compensation benefits provided to me. In recognition of the fact that any work related injuries which might be sustained by me are covered by state Workers’ Compensation statutes, and to avoid the circumvention of such state statutes which may result in suits against the customers or clients of KEY based on the same injury or injuries, and to the extent permitted by law, I hereby waive and forever release any rights I might have to make claims or bring suits against any client or customer of KEY for damages based upon injuries which are covered under such Workers’ Compensation statutes.

**Drug Testing:** I understand that KEY or my Worksite Employer may now have, or may establish, a drug -free workplace or a drug and/or alcohol testing program consistent with applicable federal, state, or local law. I understand that, pursuant to the Worksite Employer’s policy and federal, state, or local law, I may, as a condition of hire or continued employment, be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. I also understand that I may be subject to an alcohol and/or drug test before any treatment of a work-related accident or injury. I understand that refusal to submit to an alcohol and/or drug test may be considered a positive test result and/or grounds for termination.

**Background Check:** I understand that all information contained in this New Employee Packet is subject to verification. In the event my Worksite Employer required a complete background and/or credit check, I authorize and consent, to the extent permitted by federal, state, and local law, to allow my Worksite Employer, KEY, or their respective agent(s) to obtain information including, but not limited to, motor vehicle reports (driving records), credit history, employment or educational references, criminal history, and any other information concerning me.

**Duty to Report Harassment:** KEY does not and will not tolerate harassment of or discrimination against employers, applicants, customers or vendors. All KEY employees are strictly prohibited from engaging in any form of harassing and/or discriminatory conduct. If you think you are being harassed or discriminated against by another employee, manager, customer, or vendor, you should promptly notify the Worksite Employer’s President and the Human Resource Department at KEY, 6959 University Blvd , Winter Park FL 32792; telephone 800.922.4133; fax 800.955.8144, whereupon the matter will be discreetly and thoroughly investigated. Immediate steps will be taken to stop any improper behavior. Disciplinary action, up to and including termination of employment, will be taken, when appropriate, against the offender(s). I agree that if at any time during my employment I am subject to any type of discrimination, including but not limited to discrimination because of race, sex, including same-sex, sexual orientation, pregnancy, age, religion, color, military status, veteran status, national origin, citizenship, handicap, disability, or marital status, or if I am subject to any type of harassment, including but not limited to sexual harassment, or any other treatment which I believe is unfair or improper, I will immediately contact the Worksite Employer’s President and the Human Resource Department at KEY, telephone 800.922.4133 , in order to obtain assistance in the resolution of such matters.

**Authorizing Release:** I hereby authorize any party or agency contacted by my Worksite Employer, KEY, or their respective agent(s) to furnish information requested. I understand that I may be required to complete additional releases authorizing my Worksite Employer or its agents to investigate all statements contained in this or any other employment related documents. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, or local law, my Worksite Employer, KEY, their respective agent(s), and any party delivering information to them pursuant to this authorization from any liabilities, claims, charges, or cause of action that I may have a result of gathering delivery or disclosure of any requested information.

### EMPLOYEE CERTIFICATION

I hereby certify that all information contained in these New Employee Packet or in any other application, resume, or document provided to my Worksite Employer or KEY is true, accurate and complete, and is provided knowingly and voluntarily. I understand that providing any false, inaccurate, or incomplete information may result in disciplinary action, up to and including termination of my employment.

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Social Security no.*

\_\_\_\_\_  
*Printed name*

\_\_\_\_\_  
*Date*





## VOLUNTARY EEO IDENTIFICATION

### DEMOGRAPHIC INFORMATION

Various agencies of the U.S. Government require employers to maintain information on applicants pertaining to factors such as race, sex, and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements. CWHR and your Worksite Employer believe all persons are entitled to equal employment opportunities and do not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status, or any other protected group status.

Full name:			Date:
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Position applied for:	Social Security no.:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Birthdate:
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Race/ethnic data (select one category):

<input type="checkbox"/> <b>White (Non-Hispanic)</b> – Originating from Europe, North Africa, or Middle East	<input type="checkbox"/> <b>Asian (Non-Hispanic)</b> – Originating from the Far East, Southeast Asia or the Indian subcontinent	<input type="checkbox"/> <b>Native Hawaiian or other Pacific Islander</b> – Originating from Hawaii, Guam, Samoa or any other Pacific island
<input type="checkbox"/> <b>Black or African American (Non-Hispanic)</b> – Originating from any of the black racial groups of Africa	<input type="checkbox"/> <b>Hispanic or Latino</b> – Mexican, Cuban, Puerto Rican, South or Central American or of any other Spanish origin regardless of race	<input type="checkbox"/> <b>American Indian or Alaskan Native</b> – Originating from North or South America (including Central America), who maintain tribal affiliation or community attachment
<input type="checkbox"/> <b>Two or more races (Non-Hispanic)</b> – All persons who identify with more than one of the above races		

Regulations issued by the U.S. Department of Labor with respect to disabled individuals, disabled veteran and Vietnam Era veterans require that federal contractors provide an opportunity for self-identification to candidates seeking employment. Such self-identification is submitted on a voluntary basis, for use one in accordance with regulations, and without subjecting the individual to adverse treatment.

Disabled/Veteran classification(s):

**Special disabled veteran** – 30% or more disabled     **Vietnam Era Veteran**     **Other eligible veteran**     **Disabled individual**

### TO BE COMPLETED BY THE WORKSITE EMPLOYER (CLIENT)

Check here, if the employee elected not to complete this form, the Worksite Employer (Client) has completed it through visual identification as required by law.



## PERSONAL HEALTH HISTORY QUESTIONNAIRE

### PERSONAL INFORMATION

Applicable state and federal laws prohibit discrimination based on disability or prior filing of claim for workers' compensation or taking medical leave to which you were entitled. This personal health history questionnaire will be maintained in a file separate from your employment file. Any false statements, misrepresentations, or concealments to secure employment are sufficient grounds for dismissal.

Circle **YES** or **NO** if you now have, or if you are being treated now by a health care provider, OR if you have had in the past, or have been treated in the past by a health care provider, for any of the following: Please provide the details of any "YES" answer, including the duration of the condition, dates of treatment, work restrictions or impairment level (if any), and outcome. Please use additional sheets of paper if necessary to fully answer each question.

- Yes    No   1. Carpel tunnel diagnosis or surgery   Details:
- Yes    No   2. Heart disease or attack   Details:
- Yes    No   3. Bone or joint problems, i.e. knee/shoulder/wrist, etc.   Details:
- Yes    No   4. Dizziness, fainting spells or frequent headaches   Details:
- Yes    No   5. Depression/Nervous disorder/Mental illness   Details:
- Yes    No   6. Back or neck condition/injury   Details:
- Yes    No   7. Have you ever had surgery?   Details:
- Yes    No   8. Do you have any physical limitations that limit or reduce your ability to perform any work related duties?   Details:
- Yes    No   9. Have you ever had a workers' compensation claim due to an on-the-job injury or illness?   Details:
- Yes    No   10. Have you had any medical condition, illness or disease that resulted in your absence from work or inability to perform the essential functions of your job for more than seven consecutive work days?   Details:

Have you ever had or been treated for any of the following conditions or diseases?

- |                                      |                              |                             |                |                              |                             |
|--------------------------------------|------------------------------|-----------------------------|----------------|------------------------------|-----------------------------|
| Repetitive stress trauma             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Diabetes       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Back or neck problems or injury      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Alcoholism     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Knee injury                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Drug addiction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Major illness in the past five years | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                |                              |                             |

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Social Security no.*

\_\_\_\_\_  
*Printed name*

\_\_\_\_\_  
*Date*



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

**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):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:          An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____	QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



*Employer Completes Next Page*





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**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.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**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 employee is authorized to work in the United States.**

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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## 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.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

# Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
▶ **Give Form W-4 to your employer.**  
▶ **Your withholding is subject to review by the IRS.**

**2022**

<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial	Last name	<b>(b) Social security number</b>
	Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ▶

**TIP:** To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3: Claim Dependents</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____ Add the amounts above and enter the total here . . . . .	<b>3</b>	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$

**Step 5:  
Sign  
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ \_\_\_\_\_ ▶ \_\_\_\_\_  
**Employee's signature** (This form is not valid unless you sign it.) **Date**

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
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