



MODULE 1: ANALYZING YOUR PAYCHECK

Financial Education Tools and Resource Series

If your participants are living paycheck to paycheck and need to improve their money management skills, this lesson will give you the tools to coach your participants on how to read their pay stub and understand how the information it contains will play a vitally important role in financial management and proper budgeting.

Produced for the U.S. Department of Labor, Employment and Training Administration, Division of Youth Services by Coffey Consulting, LLC

June 2018



The Financial Education Tools and Resource Series

The Financial Education Tools and Resource Series Guide developed by Coffey Consulting, LLC provides facilitators and trainers with tools and resources to complement or fill gaps in grantees' financial education curricula or one-on-one instruction with their participants. The Guide includes five modules on financial topics important to program participants. Each topic focuses on a key issue or challenge program participants encounter, followed by a strategy, lesson and resources (implementation plan). Included in each lesson are handouts (activities), online spreadsheets, videos and articles that can be facilitated in a group setting or one-on-one. These "train-the-trainer" modules are designed for trainers/staff working with program participants and are intended to be customized by program staff to match the knowledge and literacy levels of the participants.

The five topics include:

Module 1: Analyzing Your Paycheck

This lesson gives grantees the tools to coach their participants on how to read their pay stub and understand how the information it contains will play a vitally important role in financial management and proper budgeting.

Module 2: Negotiating Child Support Payments

This informational lesson plan reviews each state's "Changing a Child Support Order" as well as provides website links to state requirements, forms, brochures, important telephone numbers and frequently asked questions.

Module 3: Predatory Lending

This lesson plan tackles the common types of predatory lending, shares legal protections and provides tips on what to do when you are a victim of these practices.

Module 4: Understanding Your Credit Report

This lesson provides an opportunity to discuss the types of information a credit report contains, how to read it, and what to do to get back on track when you have bad debt. (Lesson includes a credit goal worksheet, credit score estimator, articles and a sample letter explaining why a payment was late.)

Module 5: Financial Guidance: Creating Goals and Saving

In this interactive lesson, participants will gain an understanding of personal financial management strategies based on learning and practicing budgeting, saving and setting financial goals. Resources in this lesson include videos, an on-line budgeting spreadsheet, and a goal-setting and debt worksheet.

The goal is to empower justice-involved individuals with "real world" tools to help them better manage their money and work towards achieving financial stability for themselves and their families.

Table of Contents

- Topic: Analyzing Your Pay Check..... 1
- Methods for Paying Employees 4
- Parts of a Paystub 5
- Filling in a Pay Stub Exercise 7
- To Receive a Paycheck, an Employee Must Have... 8
- Sample W-4..... 9
- Sample I-9 11
- Sample W-2..... 14
- How to Cash a Check..... 19
- Methods Employers Use to Pay Employees PowerPoint 21
- Tax Forms PowerPoint 27

Topic: Analyzing Your Pay Check

Situation:

Employees need to fully comprehend the definitions and value of the items that appear on their paycheck.

Facts:

- Understanding the information on a paycheck/paystub can play an important role in money management and budgeting.
- Knowing where your money is going can help you stay on top of your finances.

Delivery Method:

Practitioners can deliver the lesson in a group setting or one-on-one.

Objectives	Materials Needed	Time
<ul style="list-style-type: none"> • Participants will understand how their income is calculated. • Participants will understand the components of a paystub. • Participants will understand the required deductions and optional deductions from paychecks. • Participants will be provided with resources of who can help with paycheck discrepancies. • Participants will understand the pros and cons of check cashing centers. 	<ul style="list-style-type: none"> • Flip chart paper or whiteboard • Markers • Access to the Internet and projector (<i>video and activity links provided</i>) • Handout sheets to go over with participants (<i>Parts of a Paystub; Filling in a Paystub Exercise; To Receive a Paycheck, an Employee Must...; Sample W-4; Sample I-9; Sample W-2; and How to Cash a Check</i>) • PowerPoints to review with participants (<i>Methods Employers Use for Paying Employees and Tax Forms</i>) 	<p>95 Minutes</p>

Lesson:

1. Understanding Your Paycheck (3 Minutes)

Begin the lesson by passing out the handout entitled, “Methods for Paying Employees” and use the PowerPoint provided, “Methods Employers Use for Paying Employees” to go over the three methods listed. Next, watch the YouTube video, [“How to Understand Your Paycheck” video](https://www.youtube.com/watch?v=RnxGhIX8PVY) by workforcestudios (2:27 minutes) retrieved from <https://www.youtube.com/watch?v=RnxGhIX8PVY>.

2. Parts of a Paystub (20 Minutes)

Begin dialogue with, “Have you wondered why so many deductions are taken out of your check?” Then distribute the “Parts of a Paystub” handout and discuss the components of a paycheck as well as review a sample paystub.

3. Filling in a Pay Stub (20 Minutes)

Next, hand out the exercise worksheet, “Filling in a Pay Stub Exercise.” Read the scenario aloud and have participants determine the check amount based on the information given. *Note: This exercise can be done individually or in pairs.*

Discussion Question:

- What did you learn from doing this exercise?

4. To Receive a Paycheck, an Employee Must... (25 Minutes)

Next, distribute the “To Receive a Paycheck, an Employee Must:” handout. This handout shares the forms an employee must complete when starting a new job (W-4, I-9 and W2). Review the attached W-4, I-9 and W-2 forms and detail the sections that must be filled out.

Note: Participants will have a W-4, I-9 and W-2 form, definitions and steps to review as the facilitator discusses each section of the employee forms. Also, handouts and a PowerPoint are included with this activity. The information is the same. The handouts are take-aways and can be solely used if there is no access to a projector.

5. Check Cashing Options (25 Minutes)

State, “Now you know what deductions are taken out of your paycheck and how employers, the State and Federal governments determine those deductions. It is now time to discuss where to cash your check.”

Distribute the handout “How to Cash a Check” and discuss check cashing options. This handout discusses the following check cashing options.

- Cashing and depositing your check at a bank.

- Depositing your check at the ATM.
- Using check cashing centers (and the cons of doing so).

Note: The handout includes video links that will provide participants with a visual from banking experts on how to endorse their check, completing a deposit ticket, and the difference between banks and credit unions.

Wrap Up (2 Minutes):

Share with participants that financial stability and empowerment means taking control of your finances and the first step is understanding your paycheck.

Note: There is a lesson on “Saving and Budgeting” which will be the next step to your participant’s financial empowerment.

Follow Up:

Thirty days after this lesson, check-in with every participant to see where they are cashing their check and see whether or not they have a bank account. Provide additional resources that share why they should have a bank account.

Additional Resources

The following videos provide step-by-step instructions on how to fill out the W-4, I-9 and W-2 forms. Feel free to incorporate these videos into “Step 4: To Receive a Paycheck, an Employee Must...” above.

“How to Fill Up W-4” by M. Shafique, CPA, P.C. (13:49 minutes)

<https://www.youtube.com/watch?v=N4-bgHS6AdI&t=27s>

“How to Fill Out the I-9 Form” by eESI (5:22 minutes)

<https://www.youtube.com/watch?v=bBskO59Y Lw>

“W-2 Explained for New Taxpayers” by M. Shafique, CPA, P.C. (11:04 minutes)

<https://www.youtube.com/watch?v=BRlplxkZPI>

Methods for Paying Employees

Today, there are three ways an employer may handle paying his/her employees.

1. The first method is a **paycheck** with the paycheck stub attached. The employee can immediately see the deductions taken out of his/her paycheck. This is the most common payment method but the least secure for the employee. The employee is responsible for taking the check to the financial institution and depositing it into his/her personal account.
2. The second method is the use of **direct deposit**. Using this method, an employer deposits the employee's paycheck directly into the authorized employee's financial institution account. On payday, the employee receives a written statement detailing the paycheck deductions. This method is more secure because there is no direct handling of the check, and the employee knows exactly which day his/her paycheck will be deposited and available for use.
3. The third and newest way is by using a **payroll card**. A payroll card is a prepaid card that is offered to employees as an alternative to paper paychecks or directly depositing wages into an employee's financial institution account. Most payroll cards are smart cards, which have money electronically loaded onto them each pay period with funds automatically deducted from the balance when a purchase is made. Payroll cards function similarly to a debit card, except the funds are not linked to a checking account.

Parts of a Paystub

1. **Gross Pay** – Your gross pay is the total amount of money you earn each pay period before taxes. This is different from net pay (explained below).
2. **Net Pay** – After all deductions have been made, this is what you actually get to take to the bank.
3. **Federal Withholding** – To put it simply, the Federal government requires all income be taxed based on the withholdings noted in your W-4 and the amount you earn. To determine how much you should have your employer withhold on your behalf, you calculate your total allowances based on your marital status and number of exemptions, which are based on the allowances you report on your W-4.
4. **Social Security** – This employment tax – part of the Federal Insurance Contributions Act (FICA) – is designed to provide benefits for retirees, the disabled and children of deceased workers. Both you and your employer pay into this tax and are required to pay 6.2% withheld on wages up to \$118,500 for 2015 totaling 12.4% for the year. If you reach that limit, you won't see any Social Security tax withheld for the rest of the year.
5. **Medicare** – The Medicare Tax is also part of the FICA. Similar to the Social Security Tax, you are required to pay part of the tax and your employer is required to pay the other part. Together, you and your employer are responsible for a flat rate of 1.45% withheld on all wages totaling 2.9%.
6. **State Withholding** – Unless you are lucky enough to live in one of the nine states that do not have state withholding, this will be another tax deduction on your paycheck. Unlike Federal Withholding Taxes, there is no standard. Some states follow withholding tables, some states have flat rates, and some are a percentage of federal tax.
7. **Local Taxes** – If you're in a state that has local taxes, you will have those deducted from your paycheck as well. Rates vary from state to state.
8. **Voluntary Deductions** – Voluntary deductions are any that you as an employee elect to pay for, such as health benefits, life insurance, disability insurance, and other optional fringe benefits.
9. **Involuntary Deductions** – In addition to federal, state and local withholding deductions, some employees may have things like garnishments and child support taken out of their paychecks. Usually these deductions are legally binding and are mandated by the courts or government agencies.

Paycheck Stub Example

ABC Company
123 Street
City, ST 12345

EMPLOYEE NAME	EMPLOYEE ADDRESS	SOCIAL SECURITY #
Your Name	123 Your Street, City, ST 12345	123-45-6789

CHECK #	PAY PERIOD	PAY DATE
123	06/1/2017–06/30/2017	07/01/2017

Earnings

INCOME	RATE/HOUR	HOURS	THIS PERIOD	YEAR-TO-DATE
Gross Pay	\$11.27	120	\$1,352.40	\$8,114.40

Deductions

DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
Federal Withholding	\$106.00	\$503.46
Social Security	\$83.91	\$636.00
Medicare	\$19.62	\$244.92
State Withholding	\$40.82	\$117.72
Health Insurance	\$0.00	\$0.00
401K	\$0.00	\$0.00
Totals:	\$250.35	\$1,502.10

NET PAY: \$1,102.05

Filling in a Pay Stub Exercise

Employee Information: Julie Jones, 408 South 11th Street, Havre, MT 59501

Social Security Number: 999-88-7766

Julie Jones has just secured a job as a teller at the Guardian National Bank. Julie is paid twice a month on the 1st and the 15th. The pay period is February 1–14. Payday will be on March 1. Julie receives a salary and earns \$26,000 per year. She has medical benefits and a retirement package.

Julie’s paycheck deductions include: 6.2% Social Security, 1.45% Medicare, \$122.05 Federal Withholding Tax, \$42.27 State Withholding Tax, \$42.00 Medical, and \$76.31 401K.

What amount will Ms. Jones receive on her paycheck? _____

Paycheck Stub

EMPLOYEE NAME	EMPLOYEE ADDRESS	SOCIAL SECURITY #

CHECK #	PAY PERIOD	PAY DATE
164		

Earnings

INCOME	RATE/HOUR	HOURS	THIS PERIOD	YEAR-TO-DATE
Gross Pay				

Deductions

DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
Federal Withholding		\$366.15
Social Security		\$201.51
Medicare		\$47.13
State Withholding		\$126.81
Health Insurance		\$126.00
401K		\$228.93
Totals:		\$1,096.53

NET PAY:

To Receive a Paycheck, an Employee Must Have...

Employee's Withholding Allowance Certificate (Form W-4)

- Determines the percentage of gross pay which will be withheld for taxes.
 - **Allowances**
 - These are used to determine the amount of federal taxes withheld from the paycheck.
 - A person may claim a personal allowance if no one else claims the individual as a dependent. A dependent is a person who relies on the taxpayer for financial support.
- **Steps to Completing a Form W-4**
 - Print or type legal name on **Line 1** and home address directly below the name.
 - Write Social Security number on **Line 2**.
 - Check the appropriate box to indicate marital status on **Line 3**.
 - Enter a zero on **Line 5** if not claiming any allowances.
 - Sign name and date the form before giving it to the employer.
 - Keep a copy for personal records.

Employment Eligibility Verification Form (Form I-9)

- Used to verify the eligibility of individuals to avoid hiring undocumented workers or others who are not eligible to work in the United States.
- Must provide documentation which establishes identity and employment eligibility.
 - Examples of documentation include driver's license, passport, Social Security card, and/or birth certificate.

Wage and Tax Statement (Form W-2)

- States the amount of money earned and taxes paid throughout the previous year.
- Used to file income taxes.
- An employer should mail a Form W-2 to each employee for the previous year by January 31.

Sample W-4

Following is a snapshot of the [2017 Employee's Withholding Allowance Certificate \(Form W-4\)](#). To download this form, visit <https://www.irs.gov/pub/irs-prior/fw4--2017.pdf>.

Form W-4 (2017)

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. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and include more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- is age 65 or older,
- is blind, or
- will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

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 may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w-4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	
B	Enter "1" if: { <ul style="list-style-type: none"> • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }	B	
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child.	G	
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶	H	

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4	Employee's Withholding Allowance Certificate	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	2017
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5
6 Additional amount, if any, you want withheld from each paycheck		6 \$
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2017)

Deductions and Adjustments Worksheet

Note: Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1 Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details. 1 \$ _____

2 Enter: $\left\{ \begin{array}{l} \$12,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,350 \text{ if head of household} \\ \$6,350 \text{ if single or married filing separately} \end{array} \right\}$ 2 \$ _____

3 Subtract line 2 from line 1. If zero or less, enter "-0-". 3 \$ _____

4 Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$ _____

5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2017 Form W-4* worksheet in Pub. 505.) 5 \$ _____

6 Enter an estimate of your 2017 nonwage income (such as dividends or interest) 6 \$ _____

7 Subtract line 6 from line 5. If zero or less, enter "-0-". 7 \$ _____

8 Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction. 8 _____

9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1. 9 _____

10 Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1. 10 _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note: Use this worksheet only if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1 _____

2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2 _____

3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet. 3 _____

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet 4 _____

5 Enter the number from line 1 of this worksheet 5 _____

6 Subtract line 5 from line 4. 6 _____

7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____

9 Divide line 8 by the number of pay periods remaining in 2017. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2017. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$010	\$0 - \$38,000	\$010
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 300,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	300,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Sample I-9

Following is a snapshot of the [Employment Eligibility Verification \(Form I-9\)](https://www.uscis.gov/system/files/force/files/form/i-9-paper-version.pdf). To download this form, visit <https://www.uscis.gov/system/files/force/files/form/i-9-paper-version.pdf>.



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	QR Code - Section 1 Do Not Write In This Space
<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions)	
<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. (See Instructions) 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. 1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

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

SECURITY Employer Completes Next Page SECURITY



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.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identify and Employment Authorization	OR	List B Identify	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.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)
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)
----------------	-----------------	---------------------------------------

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
--	---------------------------	---

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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				

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.

Sample W-2

Following is a snapshot of the [2017 Wage and Tax Statement \(Form W-2\)](#). To download this form, visit <https://www.irs.gov/pub/irs-prior/fw2--2017.pdf>.

Attention:

You may file Forms W-2 and W-3 electronically on the SSA's [Employer W-2 Filing Instructions and Information](#) web page, which is also accessible at www.socialsecurity.gov/employer. You can create fill-in versions of Forms W-2 and W-3 for filing with SSA. You may also print out copies for filing with state or local governments, distribution to your employees, and for your records.

Note: Copy A of this form is provided for informational purposes only. Copy A appears in red, similar to the official IRS form. The official printed version of this IRS form is scannable, but the online version of it, printed from this website, is not. Do not print and file Copy A downloaded from this website with the SSA; a penalty may be imposed for filing forms that can't be scanned. See the penalties section in the current [General Instructions for Forms W-2 and W-3](#), available at www.irs.gov/w2, for more information.

Please note that Copy B and other copies of this form, which appear in black, may be downloaded, filled in, and printed and used to satisfy the requirement to provide the information to the recipient.

To order official IRS information returns such as Forms W-2 and W-3, which include a scannable Copy A for filing, go to IRS' [Online Ordering for Information Returns and Employer Returns](#) page, or visit www.irs.gov/orderforms and click on Employer and Information returns. We'll mail you the scannable forms and any other products you order.


See IRS Publications [1141](#), [1167](#), and [1179](#) for more information about printing these tax forms.

22222		Void <input type="checkbox"/>	a Employee's social security number		For Official Use Only ▶ OMB No. 1545-0008	
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld	
			5 Medicare wages and tips		6 Medicare tax withheld	
			7 Social security tips		8 Allocated tips	
d Control number			9 Verification code		10 Dependent care benefits	
e Employee's first name and initial		Last name	Suff.	11 Nonqualified plans		12a See instructions for box 12
f Employee's address and ZIP code			13 Statutory employee <input type="checkbox"/> Retiree <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b	
			14 Other		12c	
					12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2 Wage and Tax Statement** **2017** Department of the Treasury—Internal Revenue Service
Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable. For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 10134D
Do Not Cut, Fold, or Staple Forms on This Page

22222		a Employee's social security number		OMB No. 1545-0008		
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld	
			5 Medicare wages and tips		6 Medicare tax withheld	
			7 Social security tips		8 Allocated tips	
d Control number			9 Verification code		10 Dependent care benefits	
e Employee's first name and initial		Last name	Suff.	11 Nonqualified plans		12a
f Employee's address and ZIP code			13 Statutory employee <input type="checkbox"/> Retiree <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b	
			14 Other		12c	
					12d	
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2 Wage and Tax Statement** **2017** Department of the Treasury—Internal Revenue Service
Copy 1—For State, City, or Local Tax Department

a Employee's social security number		Safe, accurate, FAST! Use  Visit the IRS website at www.irs.gov/efile	
b Employer identification number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld
		5 Medicare wages and tips	6 Medicare tax withheld
		7 Social security tips	8 Allocated tips
d Control number		9 Verification code	10 Dependent care benefits
e Employee's first name and initial Last name Suffix		11 Nonqualified plans	12a See instructions for box 12
		13 <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay	12b
		14 Other	12c
			12d
f Employee's address and ZIP code			
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
			19 Local income tax
			20 Locality name

Form **W-2 Wage and Tax Statement** 2017 Department of the Treasury—Internal Revenue Service
Copy B—To Be Filed With Employee's FEDERAL Tax Return.
 This information is being furnished to the Internal Revenue Service.

Notice to Employee

Do you have to file? Refer to the Form 1040 instructions to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2017 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2017 or if income is earned for services provided while you were an inmate at a penal institution. For 2017 income limits and more information, visit www.irs.gov/eitc. Also see Pub. 596, Earned Income Credit. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.**

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA)

to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 1-800-772-1213. You also may visit the SSA at www.SSA.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. **The amount reported with code DD is not taxable.**


Credit for excess taxes. If you had more than one employer in 2017 and more than \$7,886.40 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$4,630.50 in Tier 2 RRRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Pub. 505, Tax Withholding and Estimated Tax.

(Also see *Instructions for Employee* on the back of Copy C.)

a Employee's social security number		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.					
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld		OMB No. 1545-0008	
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld			
		5 Medicare wages and tips		6 Medicare tax withheld			
		7 Social security tips		8 Allocated tips			
d Control number		9 Verification code		10 Dependent care benefits			
e Employee's first name and initial Last name Suffix		11 Nonqualified plans		12a See instructions for box 12			
		13 <input type="checkbox"/> Industry employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay		12b			
		14 Other		12c			
				12d			
f Employee's address and ZIP code							
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form **W-2** Wage and Tax Statement
 Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

2017

Department of the Treasury—Internal Revenue Service
 Safe, accurate, FAST. Use 

Instructions for Employee (continued from back of Copy C)

- F**—Elective deferrals under a section 408(k)(6) salary reduction SEP
- G**—Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan
- H**—Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See "Adjusted Gross Income" in the Form 1040 instructions for how to deduct.
- J**—Nontaxable sick pay (information only, not included in boxes 1, 3, or 5)
- K**—20% excise tax on excess golden parachute payments. See "Other Taxes" in the Form 1040 instructions.
- L**—Substantiated employee business expense reimbursements (nontaxable)
- M**—Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.
- N**—Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.
- P**—Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5)
- Q**—Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.
- R**—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.
- S**—Employee salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1)
- T**—Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.
- V**—Income from exercise of nonstatutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.

- W**—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).
- Y**—Deferrals under a section 409A nonqualified deferred compensation plan
- Z**—Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See "Other Taxes" in the Form 1040 instructions.
- AA**—Designated Roth contributions under a section 401(k) plan
- BB**—Designated Roth contributions under a section 403(b) plan
- DD**—Cost of employer-sponsored health coverage. **The amount reported with Code DD is not taxable.**
- EE**—Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.
- FF**—Permitted benefits under a qualified small employer health reimbursement arrangement
- Box 13.** If the "Retirement plan" box is checked, special limits may apply to the amount of traditional IRA contributions you may deduct. See Pub. 590-A, Contributions to Individual Retirement Arrangements (IRAs).
- Box 14.** Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.
- Note:** Keep Copy C of Form W-2 for at least 3 years after the due date for filing your income tax return. However, to help protect your social security benefits, keep Copy C until you begin receiving social security benefits, just in case there is a question about your work record and/or earnings in a particular year.

Void <input type="checkbox"/>		a Employee's social security number		CMB No. 1545-0008					
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld				
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld				
			5 Medicare wages and tips		6 Medicare tax withheld				
			7 Social security tips		8 Allocated tips				
d Control number			9 Verification code		10 Dependent care benefits				
e Employee's first name and initial		Last name		Suff.		11 Nonqualified plans		12a See instructions for box 12	
						13 Statutory employee <input type="checkbox"/>	Retirement plan <input type="checkbox"/>	Third-party sick pay <input type="checkbox"/>	12b
						14 Other	12c	12d	
f Employee's address and ZIP code									
15 State	Employer's state ID number		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name		

Form **W-2 Wage and Tax Statement**
Copy D — For Employer

2017

Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Employers, Please Note—

Specific information needed to complete Form W-2 is available in a separate booklet titled the 2017 General Instructions for Forms W-2 and W-3. You can order those instructions and additional forms at www.irs.gov/orderforms.

Caution: Do not send the SSA Forms W-2 and W-3 that you have printed from IRS.gov. The SSA is unable to process these forms. Instead, you can create and submit them online. See *E-filing*, later.

Due dates. By January 31, 2018, furnish Copies B, C, and 2 to each person who was your employee during 2017. Mail or electronically file Copy A of Form(s) W-2 and W-3 with the SSA by January 31, 2018. See the separate instructions.

Need help? If you have questions about reporting on Form W-2, call the information reporting customer service site toll free at 1-866-455-7438 or 304-263-8700 (not toll free). For TTY/TDD equipment for persons who are deaf, hard of hearing, or have a speech disability, call 304-579-4827 (not toll free).

E-filing. If you file 250 or more Form(s) W-2, you must file electronically. Even if you aren't required to file electronically, doing so can save you time and effort. Employers may now use the SSA's W-2 Online service to create, save, print, and submit up to 50 Form(s) W-2 at a time over the Internet. When you e-file with the SSA, no separate Form W-3 filing is required. An electronic Form W-3 will be created for you by the W-2 Online service. For information, visit the SSA's Employer W-2 Filing Instructions & Information website at www.SSA.gov/employer.

Future developments. Information about any future developments affecting Form W-2 and its instructions (such as legislation enacted after we release them) will be posted at www.irs.gov/w2.

How to Cash a Check

Cashing Your Check at a Bank

Cash your check with your bank teller. This is the easiest method to get the money you have earned quickly and safely. Your bank will most likely need a verification of your account and your driver's license or an identification card of some sort, so be sure that you take these when you visit the bank. Never sign the check before you arrive at the bank; instead, do it in front of the teller as you cash it for ultimate security.

Video Links:

["How to Endorse a Check"](https://www.youtube.com/watch?v=834DEKVqXcw) by Howcast (0:54 minutes)

<https://www.youtube.com/watch?v=834DEKVqXcw>

["How to Complete a Deposit Ticket"](https://www.youtube.com/watch?v=MFB2egbYZFg) by The Cecilian Bank (3:41 minutes)

<https://www.youtube.com/watch?v=MFB2egbYZFg>

["Banks vs. Credit Unions: What's the Difference?"](https://www.youtube.com/watch?v=rfHyQ-8eLC4) by 2minutefinance (2:14 minutes)

<https://www.youtube.com/watch?v=rfHyQ-8eLC4>

Deposit Your Check at the ATM of Your Bank

This is another way to cash the check you've been given. Essentially, you'll be depositing the check into your bank account; however, it can take up to three business days for the cash to go through. If you already have some money in your account, you can just withdraw the amount you need in the meantime. Either way, this is a quick way to ensure that the money goes into your account. Here is how you deposit a check at the ATM of your banking company:

- Insert your debit card.
- Type in your PIN and press "Enter."
- Select "Deposit Check."
- Insert the check into the check deposit slot.
- Confirm the amount on the check.
- Withdraw the money from the ATM once the check goes through (or sooner if you have more money in the bank already).

Video Link:

["How to Make a Deposit at an ATM"](https://www.youtube.com/watch?v=MEFctwLv-J0) by Elevations Credit Union (2:03 minutes)

<https://www.youtube.com/watch?v=MEFctwLv-J0>

Using Check Cashing Centers

Go to a specialized check-cashing company only as a last resort. You should only use this method as a last resort simply because these firms charge the most money for cashing personal and payroll checks. On the upside, these stores are often the quickest way to get your cash immediately and may even be open 24 hours a day, seven days a week, depending on what firm it is and where it is located.

Once again, though, the commission that these check-cashing places take is often hefty due to the extra risk they take by cashing nearly any and all checks brought to them. These places know that they are working with customers who need the money from the check ASAP and are willing to take advantage of their desperation. Checks cashed at these centers can incur an average of 3–5% of the check amount in fees regardless of the nature of the check. On average, the annual costs of using a financial service center for check cashing is greater than fees associated with using a checking account for similar needs.

Video Link:

[“How Much Money Do You Waste Using Check Cashing Services?”](https://www.youtube.com/watch?v=13sVSHqecug) by LifeCents (1:06 minutes)
<https://www.youtube.com/watch?v=13sVSHqecug>

Methods Employers Use to Pay Employees PowerPoint

Methods Employers Use to Pay Employees



Methods to Pay Employees

- ▶ Three methods employers may use to pay employees:
 1. Paycheck
 2. Direct deposit
 3. Payroll card

Paycheck

- ▶ Most common method
- ▶ Employee is responsible for handling the paycheck
- ▶ Immediately see payroll stub and deductions

Direct Deposit

- ▶ Employers directly deposit employee's paycheck into the authorized employee's bank account
- ▶ Employee receives the paycheck stub detailing the paycheck deductions
- ▶ Most secure because there is no direct handling of the check
- ▶ Employee knows exactly when paycheck will be deposited and available

Payroll Card

- ▶ A payroll card electronically carries the balance of the employee's net pay
- ▶ Funds are directly deposited by an employer into an account at a financial institution that is linked to the payroll card
 - Parties involved:
 - Employer
 - Employee
 - Financial institution
- ▶ Use the payroll card for ATM withdrawals or to make purchases

Payroll Card (cont'd.)

- ▶ There are numerous fees associated with payroll cards
 - Number of fees depends upon the financial institution
 - Examples:
 - Monthly or annual fee
 - ATM fee
 - Inactivity fee
 - Fee after a specific number of transactions have been used
 - Replacement fee if the card is lost, stolen, or destroyed
 - Load fee (when funds are placed on the card account)
 - Point of sale (POS) fee for using the card at a POS terminal or an electronic payment processor

TAX FORMS



Form W-4

Employee's Withholding Allowance Certificate

- Determines the percentage of gross pay which will be withheld for taxes
- Allowances
 - Used to determine the amount of federal taxes withheld from the paycheck
 - A person may claim a personal allowance if no one else claims the person as a dependent
 - Dependent – a person who relies on the taxpayer for financial support

Steps to Completing a Form W-4

- Print or type legal name on **Line 1** and home address directly below the name
- Write social security number on **Line 2**
- On **Line 3**, check the appropriate box to indicate marital status
- Enter a zero on **Line 5** if not claiming any allowances
- Sign name and date the form before giving it to the employer
- Keep a copy for personal records

Form I-9

Employment Eligibility Verification Form

- Used to verify the eligibility of individuals to avoid hiring undocumented workers or others who are not eligible to work in the United States
- Must provide documentation which establishes identity and employment eligibility
 - Examples include driver's license, passport, Social Security card, and birth certificate

Form W-2

Wage and Tax Statement

- States the amount of money earned and taxes paid throughout the previous year
- Used to file income taxes
- By January 31, an employer should mail a Form W-2 to each employee for the previous year