**FAQs And Tips On How to Fill Out The W-4**

***What is this form?***

The W-4 form is the way you indicate how much money the US Federal Government should withhold to pay your income taxes. Based on how much you contribute each paycheck, when you file your taxes at the end of the year, you may owe more money, or you may be entitled to a refund.

***What do I need to complete before arriving at camp?***

All you need to complete are boxes 1-7 and sign the first page of the form. That is the only part Camp Sealth administration will need, and it is a requirement for your employment. The rest of the W-4 consists of information for you and worksheets if you need help determining the number of allowances.

***What’s up with boxes 5, 6, and 7? What are “allowances?”***

Boxes 5, 6, and 7 are where you specify how much tax you will have withheld. The majority of you will only fill out one of these boxes and leave the others blank.

**Box 5** – Enter the number of allowance you are claiming.

* The more allowances you claim, the less tax will be withheld. That can seem counterintuitive, so let me try to clarify. Basically, an “allowance” represents a reason you will owe less tax. So the more reasons you have (aka “allowances you claim”), the less tax will be taken out. And conversely, if you put a “0” in box 5, you are saying you would like the most tax withheld (based on your income bracket).
* If you need help determining that number, you can do the quick “personal allowance worksheet” on page 3. Whatever you get for your row “H” total there, can go in box 5.

**Box 6** – If you know an additional, flat amount of taxes you would like withheld, enter it here. Please note that this flat amount will be a taken in addition to the calculation based on the number you put in box 5.

**Box 7** – If you are exempt from federal income tax, leave boxes 5 and 6 blank and instead write “exempt” in box 7.

***Am I “exempted?”***

It is possible many of you may be exempted for income tax. In order to designate yourself as such, you need to meet both of these tests:

* If you earned less than $12,000 in the US in 2018 (or you were exempted from income tax for another reason)…
* And, you expect to earn less than $12,200 in 2019 working in the US.

***I’m an international staff. Do I have to pay income taxes?***

The short answer is yes. Being on a J-1 visa does not, in and of itself, exempt you from taxes on earnings for work done in US. However, based on how long you are in the country, and if you working other jobs before/after camp, you may likely be exempted if you will be earning less than $12,000. Please see the explanation of “exempted” above.

***I still have questions…***

This sheet hopefully clarified some stuff, but if you still have questions, I encourage you to consult the IRS.gov website, they also have a phone number you can call with questions, or talk to a tax professional, or a knowledgeable acquaintance. Camp Fire and Camp Sealth will do our best to try to explain the form, but please keep in mind that legally we are not allowed to tell you what to enter in the boxes. All the above information is intended only to provide explanations and clarity.

**FAQs And Tips On How To Fill Out The I-9**

***What is this form?***

The I-9 form is used by the US Federal Government to verify the identity of an employee and to confirm they are legally authorized to be employed in the United States. Completing this form is a requirement to work at Camp Sealth.

***What do I need to complete before arriving at camp?***

In order to speed along check in, before you arrive at camp, please complete page 1 of the I-9, everything in section 1 and don’t forget to sign in the “signature of employee” box.

***Am I done with the I-9 now?***

No. The part you complete before arriving at camp is only half the form. We will complete the second page, the employer’s section, once you arrive at camp. You will need to provide acceptable, unexpired identification.

***Do I really need to bring ID?***

Yes. The US Department of Homeland Security requires employers to examine your ID in person. If you are unable to provide valid ID, you will not be able to work at Camp Sealth.

***What identification should I bring?***

Page 3 of the I-9 form provides a list of acceptable ID. You can bring one document from List A (for example, a passport), or BOTH one document from List B and one document from List C (for example a driver’s license and a Social Security Card, or another example combo could be a student ID and a US birth certificate). Please consult the list to ensure you’re covered. And make sure that the ID you bring is not expired.

***Can I bring a photocopy of my ID?***

No. Federal law states that you must present the actual, authentic document.

***I’m an international staff and I don’t have a US Social Security Number yet…***

You can leave the social security number section blank for now. We’ll complete that section once you’re issued a number.

***I still have questions…***

Please feel free to contact your Camp Sealth hiring contact with any questions or the Camp Fire HR office at 206-826-8938.