

## **W-4 and I-9 Instructions and FAQs**

A completed **W-4 Form** is a requirement of your employment.

### **What is this form?**

A W-4 form is how you indicate the correct federal income tax that should be withheld from your paychecks. This form must be on file in order for us to legally pay you. If you have questions, you can consult the IRS.gov website. Legally, we are not allowed to tell you what to enter in the boxes of this form.

### **What do I need to complete before my employment begins?**

Our bookkeeper needs you to have completed boxes 1-7 and sign the first page of the form. The rest of the W-4 consists of information for you and worksheets if you need help determining the number of allowances.

A completed **I-9 Form** is a requirement of your employment.

### **What is this form?**

The I-9 form is used to verify the identity and employment authorization of individuals hired for employment in the United States. This form must be on file prior to the first day of your employment.

### **What do I need to complete before my employment begins?**

In order to expedite your arrival at Camp on the first day of training, please complete page 1 of the I-9, everything in section 1, and have signed the "signature of employee" box.

### **What do I need to complete once I arrive at Camp?**

Once you arrive at Camp we will complete the second page, the employer's section, of the I-9 form. You will have to bring your approved identification as outlined on page three of the I-9. If you are unable to provide valid ID, you will not be able to work at Camp Kirby.

### **What documents do I need to bring?**

Page three of the I-9 Form provides a full list of all acceptable documents. You can either bring one document from List A (like a passport), or one from List B AND one from List C (driver's license and social security card or student ID and US birth certificate). The documents can not be expired, and MUST be originals. Photocopies can not be accepted.

### **I still have questions...**

You can contact our HR Manger, Jaime, at (360)733-5710, and we will attempt to answer any questions that you may have.