

Midland Academy Charter School Personal Information Form

Name: (IVIF/IVIS/IVIFS)				
Circle One	First	MI	Last	Maiden
Address:				
Street Code		City	State	Zip
Telephone#			Birthdate:	Sex:
Cell phone	Hoi	me phone		
SS#	DL#		_ Exp. Date:	State:
E-mail Address:				
Ethnic Background:	Hispanic	/Latino	Non Hispani	c/Latino
Race:	America Asian	American (Black in Indian or Alasl Hawaiian/Pacific	ka Native	
Citizenship Status:	US (Nat	ive)US	(Naturalized)	Foreign Citizen
Highest Degree of Education:	Some	College	_ years completed Bachelors _	Masters
Professional Years Experience	e:	Support Staff Y	ears Experience: _	
Date Fingerprinted:	Re	etirement Date:_		(if applicable)
	IN CASE OF E	MERGENCY CO	NTACT(s)	
Name:		Relat	ionship:	
Cell Phone#:	Work Phone#	t:	Home Phone#	:
Address:				
Street	Ci	ity	State	Zip Code
Name:		Relat	ionship:	
Cell Phone#:	Work Phone#	t:	Home Phone#	<u> </u>
Address:				
Street	C	itv	State	Zin Code

An Equal Opportunity Employer*

e of application		_			
Mailing address Street/Box E-mail address Home phone Other name that may appear	First Middle initial City State ZIP Code Cell phoneOther phone eear on records				
List the position(s) for which you are applying Credentials included with application: Résumé All teaching and professional certificates or licenses All transcripts showing degrees Date you can begin work Have you been employed by Midland Academy Charter ISD in the past? \(\text{Yes} \) \(\text{If you answered yes, provide dates of employment} \)					
Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated (College only)		
	Name	E-mail address Home phone Cell phone Other name that may appear on records (Used for certification, reference, and criminal history record checks) List the position(s) for which you are applying Credentials included with application: Résumé All teaching and professional certificates or All transcripts showing degrees Date you can begin work Have you been employed by Midland Academy Charles of English (Provided Have you answered yes, provide dates of employment) Name and location of Course of study and	Name		

Certification/Licensure	Certificates or Licenses Currently Held: None Valid Texas Texas One-Year (out-of-state/country): Expiration date: Other: Category/Level(s) of Certification: Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):							
	List teaching exper	rience beginning with the	most recent years.					
	Name and location of school		Name and location of school					
	Type of assignment		Type of assignment					
F	Dates taught		Dates taught					
nce	Principal's name and phone		Principal's name and phone					
Experience	Reason for leaving		Reason for leaving					
18	Name and location		Name and location of school					
Teachin	Type of assignment		Type of assignment					
	Dates taught		Dates taught					
	Principal's name and phone		Principal's name and phone					
	Reason for leaving		Reason for leaving					

	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.								
	Employer name and location			Employer na location					
	Position/title held			Position/title	e held				
	Dates employed			Dates emplo	yed				
rience	Supervisor's name and phone			Supervisor's and phone	name				
ıg Expe	Reason for leaving			Reason for le	eaving				
Teaching Experience	Employer name and location			Employer na location	me and				
	Position/title held			Position/title	e held				
	Dates employed			Dates emplo	oyed				
	Supervisor's name and phone			Supervisor's and phone	name				
	Reason for leaving			Reason for l	eaving				
	Please list reference	es the district can o	contac	t regarding	your wo	rk history.			
	Full name of reference	School district/ firm name		/lailing ddress	Positi	on/title	Area code/ phone number		
	*								
ıces									
References									

	Do you have a relative who serves on the Board of Education or is an employee of Midland Academy Charter ISD?
	☐ Yes ☐ No If yes, please provide the relative's name and relationship:
General Information	Have you ever been convicted of, pled guilty or no contest (nolo contendre) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? Yes No If yes, please state where, when, and the nature of the offense
	(A felony conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)
	I,, hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for
ے	rejection of my application or dismissal from subsequent employment.
Verification	I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.
	I understand that the district is required by Texas Education Code to review criminal history of applicants.
	Signature Date
	This application becomes the property of the district. The district reserves the right to accept or reject it.

*Applicants for all positions are considered without regard to race, color, sex (including pregnancy, sexual orientation or gender identity), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Inquiries about the application of Title IX to employment should be referred to the Title IX Coordinator, (Kent Coker, Superintendent, 500 N. Baird, Midland TX 79701, kcoker@macharter.org, (432) 686-0003).



Confidential

The Midland Academy Charter Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.¹

Please print.		
Name:		
Last	First	Middle
Social Security Number:	Date of birth:	
Driver's License:		
	State and Number	
Mailing Address:		
Street	City	State Zip
Sex: Male Female	Ethnicity: Black	White/Other
I understand that the informa determine eligibility for emplo history record information. ²	tion I am providing about age, sex, an pyment but will be used solely for the	d ethnicity will not be used to purpose of obtaining criminal
Signature		
Date		

² This form will be removed from the application and filed separately in the HR office.



¹ The information requested is required to complete a name-based criminal history information check with the Texas Department of Public Safety.



Midland Academy Charter School Character Questionnaire

Please read each question carefully:

NOTE:

- Any false or misleading statements made in this questionnaire are grounds for denial or revocation of employment, an employment offer, or active status as a volunteer with Midland Academy.
- If in doubt, disclose and explain rather than conceal.
- You must answer each question, either "yes" or "no" whichever is true.
- Explain each "yes" answer in detail on a separate sheet of paper.

Print N	ame: Current Date:	
1.	Have you ever left an education or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct, or unsatisfactory service, when you had reason to believe such investigation was imminent?	Yes No
2.	Are you currently the subject of an inquiry, review, or investigation for alleged misconduct or unsatisfactory service?	Yes No
3.	Have you ever failed to complete a contract for service in any educational or school related position or for any reason been placed on leave by your supervisor or left such employment prior to the end of the contract term?	Yes No
4.	Have you ever a)had a certification, credential, or license (of any kind) revoked or suspended; b) have you ever been placed on a probationary basis for any alleged violation of professional standards of conduct?	Yes No
5.	Have you ever a) been denied a license for which you applied; b) been granted a license on a conditional or probationary basis for any alleged violation of professional standards of conduct?	Yes No
6.	Have you ever surrendered a license of any kind before its expiration?	Yes No
7.	Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to Educational licensure?	Yes No
8.	Have you ever been convicted or been granted conditional discharge by any court for a) any felony; b) misdemeanor; c) any major traffic violation, such as driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; d) failure to perform the duties of a driver or witness at an accident?	Yes No
9.	Have you ever been arrested or cited for any offense listed in Question 8 which are still pending in court?	Yes No

Please read each question carefully:

NOTE:

- Any false or misleading statements made in this questionnaire are grounds for denial or revocation of employment, an employment offer, or active status as a volunteer with Midland Academy.
- If in doubt, disclose and explain rather than conceal.
- You must answer each question, either "yes" or "no" whichever is true.
- Explain each "yes" answer in detail on a separate sheet of paper.

10.	Have you ever entered a plea of guilty or no contest relative to an offense listed in Question 8?	Yes No
11.	Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior towards other persons?	Yes No

Please review your responses to these questions very carefully before returning this Character Questionnaire to the Midland Academy Charter School representative. Should you have any questions about your response(s), please discuss it with your Midland Academy Charter School representative <u>PRIOR</u> to returning this character questionnaire.

I hereby certify that the information submitted or relating to this form is true and correct and grant Midland Academy Charter School permission to check civil and/or criminal records to verify any statement made on this application. Midland Academy Charter School may deny or revoke employment or any offer of employment or voluntary status upon evidence that I made any false statements on this form.

Print Full Name:	Social Se	curity #:	
Signature:	DOB:		
City of Residence:	State:	County:	

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I,, acknown	wledge that a Computerized Criminal						
APPLICANT or EMPLOYEE NAME (Please print)							
History (CCH) check may be performed by accessing the	e Texas Department of Public Safety Secure						
Website and may be based on name and DOB identifier	s. (This is not a consent form, but serves as						
information for the applicant.) Authority for this agency	to access an individual's criminal history data						
may be found in Texas Government Code 411; Subchapter	F.						
Name-based information is not an exact search a	nd only fingerprint record searches represent						
true identification to criminal history record information ((CHRI), therefore the organization conducting						
the criminal history check is not allowed to discuss with	n me any CHRI obtained using the name and						
DOB method. The agency may request that I also have	a fingerprint search performed to clear any						
misidentification based on the result of the name and DOE	search.						
In order to complete the fingerprint process I mu	st make an appointment with the Fingerprint						
Applicant Services of Texas (FAST) as instructed	d online at <u>www.txdps.state.tx.us</u> /Crime						
Records/Review of Personal Criminal History or by calling	ng the DPS Program Vendor at 1-888-467-2080,						
submit a full and complete set of fingerprints, request a co	ppy be sent to the agency listed below, and pay						
a fee of \$25.00 to the fingerprinting services company.							
Once this process is completed the information on	my fingerprint criminal history record may be						
discussed with me.							
(This copy must remain on file by this agence	y. Required for future DPS Audits)						
Signature of Applicant or Employee (optional)	Marana Marana						
	Please: Check and Initial each Applicable Space						
Date	CCH Report Printed:						
YES NO initial							
Agency Name (Please print)							
	Purpose of CCH:						
Agency Representative Name (Please print)	Empl Vol/Contractor initial						
	Date Printed: initial						
Signature of Agency Representative	Destroyed Date: initial						
	Retain in your files						

Date



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9 OMB No.1615-00

OMB No.1615-0047 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the <u>Instructions</u>.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Last Name (Family Name)	madar was pro-scarchite	First Na	me (Giver	Name)		Middle Init	ial (if any)	Other Last N	lames Used	i (if any)
Address (Street Number and Na	ame)		Apt. Nui	mber (if a	any) City or Tov	/n			State	ZIP Code
										T. L. L. L. L. Niverbar
Date of Birth (mm/dd/yyyy)	U.S. Soci	ial Security Num	ber	Employ	yee's Email Addre	SS			-mpioyee s	Telephone Number
I am aware that federal lay provides for imprisonmer fines for false statements use of false documents, i connection with the compthis form. I attest, under of perjury, that this informincluding my selection of attesting to my citizenshi immigration status, is trucorrect. Signature of Employee If a preparer and/or trans Section 2. Employer Rebusiness days after the empauthorized by the Secretary	nt and/or , or the n oletion of penalty nation, i the box p or e and	1. A citiz 2. A non 3. A law 4. A non If you check Ite USCIS A-I	en of the locitizen natiful perman citizen (ot m Number lumber	United Sitional of the tresion there than OR F	tates the United States dent (Enter USCIS Item Numbers 2 er one of these: Form I-94 Admiss that person MUS	(See Instruct or A-Number and 3. above sion Number To	e) authorize OR For Oday's Date	eign Passpor (mm/dd/yyyy) er and/or Trai	(exp. date, t Number a	and Country of Issuance tification on Page 3.
authorized by the Secretary documentation in the Addition	of DHS, do onal Informa	ation box; see	rom List Instruction	ons.		\$1000 P. C. C. P. C. C.	国际企业	AND THE PROPERTY OF	St C. Ente	List C
		List A		OR		ist B		AND	10	LIST C
Document Title 1				_				-		
Issuing Authority										
Document Number (if any)				_						
Expiration Date (if any)				Add	litional Informa	tion	got a firm			
Document Title 2 (if any)				Auc	intional inform	ition	inia Senerella.		- 149 M - 1707 M	
Issuing Authority										
Document Number (if any)										
Expiration Date (if any)										
Document Title 3 (if any)										
Issuing Authority										
Document Number (if any)										
				\neg	Check here if you	used an alte	rnative prod	cedure authoriz		to examine documents.
Expiration Date (if any)										
	d document	ation appears	o be gen	mined t	to relate to the	n presented	by the ab	ove-named (3) to the	First Da (mm/dd/	y of Employment /yyyy):
Expiration Date (if any) Certification: I attest, under employee. (2) the above-liste	d document mployee is a	ation appears to we	o be gen ork in the	mined t uine and United	I to relate to the States.	on presented employee na	I by the abo	ove-named (3) to the Representativ	(mm/dd/	

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

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

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity AND	Documents that Establish Employment Authorization
U.S. Passport or U.S. Passport Card		Driver's license or ID card issued by a State or outlying possession of the United States	A Social Security Account Number card, unless the card includes one of the following restrictions:
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	(1) NOT VALID FOR EMPLOYMENT
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
Employment Authorization Document that contains a photograph (Form I-766)		name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the
5. For an individual temporarily authorized		3. School ID card with a photograph	Department of State (Forms DS-1350, FS-545, FS-240)
to work for a specific employer because of his or her status or parole:		4. Voter's registration card	3. Original or certified copy of birth certificate
a. Foreign passport; and		5. U.S. Military card or draft record	issued by a State, county, municipal authority, or territory of the United States
b. Form I-94 or Form I-94A that has the following:		6. Military dependent's ID card	bearing an official seal
(1) The same name as the		7. U.S. Coast Guard Merchant Mariner Card	4. Native American tribal document
passport; and (2) An endorsement of the		8. Native American tribal document	U.S. Citizen ID Card (Form I-197) G. Identification Card for Use of Resident
individual's status or parole as long as that period of		Driver's license issued by a Canadian government authority	Citizen in the United States (Form I-179)
endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or		For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security
limitations identified on the form.		10. School record or report card	For examples, see <u>Section 7</u> and <u>Section 13</u> of the M-274 on uscis.gov/i-9-central.
Passport from the Federated States of Micronesia (FSM) or the Republic of the		11. Clinic, doctor, or hospital record	The Form I-766, Employment
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		12. Day-care or nursery school record	Authorization Document, is a List A, Item Number 4. document, not a List C document.
-		Acceptable Receipts	
May be prese	ente	d in lieu of a document listed above for a to For receipt validity dates, see the M-274.	emporary period.
Receipt for a replacement of a lost, stolen, or damaged List A document.	OR	Receipt for a replacement of a lost stolen or	Receipt for a replacement of a lost, stolen, or damaged List C document.
Form I-94 issued to a lawful permanent resident that contains an			
I-551 stamp and a photograph of the individual.			
 Form I-94 with "RE" notation or refugee stamp issued to a refugee. 			

^{*}Refer to the Employment Authorization Extensions page on <u>I-9 Central</u> for more information.

Form I-9 Edition 08/01/23 Page 2 of 4



Supplement A, Preparer and/or Translator Certification for Section 1

USCIS Form I-9 Supplement A

Department of Homeland SecurityU.S. Citizenship and Immigration Services

OMB No. 1615-0047 Expires 07/31/2026

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.			Middle initial (if any) from Section 1.			
Instructions: This supplement must be completed by an of Form I-9. The preparer and/or translator must enter the must complete, sign, and date a separate certification are completed Form I-9. I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	employ a. Emp	vee's name in the spaces provious provious provious retain completed s	ded abov suppleme	e. Each pent sheets	reparer or translator with the employee's		
Signature of Preparer or Translator			Date (mm	/dd/yyyy)			
Last Name (Family Name)	First N	lame (Given Name)			Middle Initial (if any)		
Address (Street Number and Name)		City or Town		State	ZIP Code		
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	in the c	completion of Section 1 of th	is form a	and that to	the best of my		
Signature of Preparer or Translator		Date (mm/dd/yyyy)					
Last Name (Family Name)	First N	Name (Given Name)			Middle Initial (if any)		
Address (Street Number and Name)		City or Town		State	ZIP Code		
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	in the	completion of Section 1 of th	is form a	and that to	the best of my		
Signature of Preparer or Translator			Date (mn	n/dd/yyyy)			
Last Name (Family Name)	First I	Name (Given Name)			Middle Initial (if any)		
Address (Street Number and Name)	ress (Street Number and Name) City or Town						
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	in the	completion of Section 1 of th	nis form	and that t	o the best of my		
Signature of Preparer or Translator	2000		Date (mi	m/dd/yyyy)			
Last Name (Family Name)	First	Name (Given Name)	Middle Initial (if any)				
Address (Street Number and Name)	address (Street Number and Name) City or Town						



Supplement B, Reverification and Rehire (formerly Section 3)

USCIS Form I-9 Supplement B

OMB No. 1615-0047 Expires 07/31/2026

Department of Homeland Security

U.S. Citizenship and Immigration Services

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
-		

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire (if applicable)	New Name (if applicable)						
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)			Middle Initial	
everification: If the employ	ee requires reverification, your contraction. Enter the docume	our employee can choose to	l present any acceptable List A below.	or List C	documentation	on to show	
Document Title	STEERING THE STEERING	Document Number (if any)		Expirat	tion Date (if any) (mm/dd/yyyy)	
attest, under penalty of employee presented doo	perjury, that to the best of umentation, the document	f my knowledge, this empl tation I examined appears	oyee is authorized to work in to be genuine and to relate	the Uni	ited States, a dividual who	nd if the presented it.	
Name of Employer or Authoriz	zed Representative	Signature of Employer or Au	thorized Representative		Today's Date	mm/dd/yyyy)	
Additional Information (Ini	tial and date each notation.)				Check here if yo alternative proc by DHS to exan	edure authorize	
Date of Rehire (if applicable)	New Name (if applicable)	later contrate contrate to					
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)			Middle Initial	
everification: If the emplo	I yee requires reverification, y norization. Enter the docume	your employee can choose to ent information in the spaces	present any acceptable List /				
Document Title		Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)				
I attest, under penalty o employee presented do	f perjury, that to the best o cumentation, the documer	of my knowledge, this emp ntation I examined appears	loyee is authorized to work to be genuine and to relate	n the Ur to the ir	nited States, a ndividual who	and if the presented i	
Name of Employer or Author	ized Representative	Signature of Employer or A	Today's Date (mm/dd/yyyy				
Additional Information (In	itial and date each notation.))				ou used an cedure authoriz mine document	
Date of Rehire (if applicable)	New Name (if applicable)						
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)			Middle Initia	
Reverification: If the employment au	oyee requires reverification, horization. Enter the docum	your employee can choose nent information in the space	o present any acceptable List s below.	A or List	C documenta	tion to show	
Document Title		Document Number (if any)			Expiration Date (if any) (mm/dd/yyyy		
I attest, under penalty employee presented de	of perjury, that to the best ocumentation, the docume	of my knowledge, this empear	oloyee is authorized to work s to be genuine and to relate	in the U	nited States, ndividual wh	and if the opresented	
Name of Employer or Author		Signature of Employer or Authorized Representative			Today's Date (mm/dd/yyy		
Additional Information (I	nitial and date each notation	.)			Check here if alternative proby DHS to ex	ocedure authori	

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.

Internal Revenue Ser		Your withholding is subj	Your withholding is subject to review by the IRS.						
Step 1:	(a) F	irst name and middle initial Last nam			(b) Soc	cial security number			
Enter Personal Information	Addre	name o card? If credit fo contact	oes your name match the ame on your social security ard? If not, to ensure you get edit for your earnings, ontact SSA at 800-772-1213 og to www.ssa.gov.						
	(c)	Single or Married filing separately Married filing jointly or Qualifying surviving spouse Head of household (Check only if you're unmarried and pa	ay more than half the costs of	f keeping up a home for yo	urself and	l a qualifying individual.)			
		4 ONLY if they apply to you; otherwise, skip m withholding, and when to use the estimator a			n on ea	ch step, who can			
Step 2: Multiple Job or Spouse Works	os	Complete this step if you (1) hold more than or also works. The correct amount of withholding Do only one of the following. (a) Use the estimator at www.irs.gov/W4App or your spouse have self-employment income your spouse have self-employment income (b) Use the Multiple Jobs Worksheet on page (c) If there are only two jobs total, you may chaption is generally more accurate than (b) higher paying job. Otherwise, (b) is more as	for most accurate with ome, use this option; of 3 and enter the result neck this box. Do the s if pay at the lower pay	earned from all of the nholding for this step or in Step 4(c) below; a same on Form W-4 foring job is more than	ese job (and S or or the of half of	s. teps 3–4). If you other job. This the pay at the			
		-4(b) on Form W-4 for only ONE of these jobs you complete Steps 3-4(b) on the Form W-4 fo			s. (You	r withholding will			
Step 3:		If your total income will be \$200,000 or less (\$	400,000 or less if mar	ried filing jointly):					
Claim Dependent and Other Credits		Multiply the number of qualifying children of Multiply the number of other dependents. Add the amounts above for qualifying children this the amount of any other credits. Enter the	by \$500	. \$	3	\$			
Step 4 (optional): Other Adjustment	s	 (a) Other income (not from jobs). If you expect this year that won't have withholding. This may include interest, dividends, and (b) Deductions. If you expect to claim deduct want to reduce your withholding, use the latter result here 	want tax withheld for ng, enter the amount of retirement income . ions other than the sta Deductions Worksheet	or other income you of other income here	4(a)	\$			
		(c) Extra withholding. Enter any additional ta	x you want withheld e	ach pay period	4(c)	\$			
Step 5: Sign Here		er penalties of perjury, I declare that this certificate, to			ž.	and complete.			
	Er	nployee's signature (This form is not valid unle	ss you sign it.)	D	ate				
Employers Only	Emp		Employer identification number (EIN)						

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 and you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

- 1. Expect to work only part of the year:
- 2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
- Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

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

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include other tax credits for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) - Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3	1	\$
Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.		
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a	2 a	\$
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b	2b	\$
Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc	3	
Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)	4	\$
Step 4(b)—Deductions Worksheet (Keep for your records.)		
Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	1	\$.
Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	1 2	\$. \$
Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	2	
Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	2	\$
	 Job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3. Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3. a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a	job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3

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 with no other entries on the form; 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 territories 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.

Form W-4 (2024)													Page 4
			I.	/larried F	iling Joi	ntly or C	ualifying	Survivi	ng Spou	se			
Married Filing Jointly or Qualifying Surviving Spouse Lower Paying Job Annual Taxable Wage & Salary													
Annual Taxal Wage & Sala		\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
	,999	\$0	\$0	\$780	\$850	\$940	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,370
	,999	0	780	1,780	1,940	2,140	2,220	2,220	2,220	2,220	2,220	2,570	3,570
	,999	780	1,780	2,870	3,140	3,340	3,420	3,420	3,420	3,420	3,770	4,770	5,770
101 0.00	,999	850	1,940	3,140	3,410	3,610	3,690	3,690	3,690	4,040	5,040	6,040	7,040
	9,999	940	2,140	3,340	3,610	3,810	3,890	3,890	4,240	5,240	6,240	7,240	8,240
	,999	1,020	2,220	3,420	3,690	3,890	3,970	4,320	5,320	6,320	7,320	8,320	9,320
	9,999	1,020	2,220	3,420	3,690	3,890	4,320	5,320	6,320	7,320	8,320	9,320	10,320
101 (0)	9,999	1,020	2,220	3,420	3,690	4,240	5,320	6,320	7,320	8,320	9,320	10,320	11,320
\$80,000 - 99 \$100,000 - 149	-	1,020	2,220	3,620	4,890	6,090	7,170	8,170	9,170	10,170	11,170	12,170	13,170
\$150,000 - 149		1,870 1,960	4,070 4,360	6,270 6,760	7,540 8,230	8,740 9,630	9,820 10,910	10,820	11,820	12,830	14,030	15,230	16,430
\$240,000 - 259		2,040	4,440	100.000.000	8,310			12,110	13,310	14,510	15,710	16,910	18,110
\$260,000 - 279	_	2,040	4,440	6,840 6,840	8,310	9,710 9,710	10,990 10,990	12,190 12,190	13,390 13,390	14,590 14,590	15,790	16,990	18,190
\$280,000 - 299		2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790 15,790	16,990 16,990	18,190
\$300,000 - 319	5	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	17,980	18,380 19,980
\$320,000 - 364	_	2,040	4,440	6,840	8,310	9,710	11,280	13,280	15,280	17,280	19,280	21,280	23,280
\$365,000 - 524		2,720	6,010	9,510	12,080	14,580	16,950	19,250	21,550	23,850	26,150	28,450	30,750
\$525,000 and c	8	3,140	6,840	10,540	13,310	16,010	18,590	21,090	23,590	26,090	28,590	31,090	33,590
							d Filing S				20,000	01,000	00,000
Higher Paying	Job						Job Annua			Salary			
Annual Taxal Wage & Sala	ble	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9	9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19	9,999	870	1,680	1,830	1,830	2,350	3,350	3,680	3,680	3,680	3,720	3,920	4,050
\$20,000 - 29	9,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39	9,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
	9,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
The second secon	9,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
	9,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$100,000 - 124		2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$125,000 - 149	-	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$150,000 - 174		2,040	4,050	5,400	6,860	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,060
\$175,000 - 199		2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$200,000 - 249 \$250,000 - 399	_	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$400,000 - 449	3.50	2,970 2,970	6,080 6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$450,000 - 448	1557	3,140	1	8,540	10,840 11,610	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
ψ430,000 and 1	over	3,140	6,450	9,110		14,110	16,610 Househo	18,430	19,930	21,430	22,930	24,430	25,870
Higher Paying	a Joh						Job Annu		Wane &	Salany			
Annual Taxa		\$0 -	\$10,000 -	\$20,000 -	\$30,000 -	\$40,000 -		\$60,000 -	\$70,000 -		\$90,000 -	\$100,000	- \$110,000 -
Wage & Sal	ary	9,999	19,999	29,999	39,999	49,999	59,999	69,999	79,999	89,999	99,999	109,999	120,000
	9,999	\$0	\$510	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960
\$10,000 - 19		510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360
\$20,000 - 29		850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100
\$30,000 - 39		1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500
\$40,000 - 59		1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720
\$60,000 - 79		1,070	3,270	4,810	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120
\$80,000 - 99		1,870	4,070	5,670	7,070	8,270	9,470	10,670	11,870	12,720	12,920	13,120	13,450
\$100,000 - 124		2,020	4,420	6,160	7,560	8,760	9,960	11,160	12,360		13,880	A 12.0	15,880
\$125,000 - 14		2,040	4,440	6,180	7,580	8,780	9,980	11,250	13,250		15,900		17,900
\$150,000 - 17		2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	1	18,030		
\$175,000 - 19	585	2,040	4,510	7,050	9,250	11,250		15,250	17,530		20,780		
\$200,000 - 24 \$250,000 - 44		2,720	5,920	8,620	11,120	13,420		18,020	20,320				
\$250,000 - 44 \$450,000 and			6,470	9,310	11,810	14,110		18,710	21,010				
9700,000 and	Over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230