JU STUDENT EMPLOYMENT PROGRAM AUTHORIZATION TO WORK: HOURLY & CONTRACT 2025-26 Already have DD set up

| Student Last Name: | Student First Name: | | | | | | |
|--|---|--|--|--|--|--|--|
| JU Student ID #: | Student Social Secu | Student Social Security Number: | | | | | |
| Supervisor Name: | | Students Job Title: | | | | | |
| Time Approver: | Approver Email Add 0-61430 (if student runs out of FWS, we will use UN | Approver Email Address:s out of FWS, we will use UNIV please provide the budget #) FUND CODE: DEPT CODE: | | | | | |
| | will auto increase with state increase) a, must attach brief justification of rate) | Date of Hire: | | | | | |
| BOX NOT FOR HOU | RLY WORKERS | | | | | | |
| | IRCLE ONE - Contract/Check Request | | | | | | |
| | Contract End Date: | ••• | | | | | |
| Total Contract Amount: \$ | Bi-Weekly Amount to be Paid: \$ | | | | | | |
| | University reserves the right to alter policies and | practices as well as terminate student | | | | | |
| employment based on the following provided in the following provided i | | BUDGET APPROVAL | | | | | |
| Inability to perform do | uties | NAC 17 | | | | | |
| | e department or program ort employment under department budget | I NAC 21 | | | | | |
| | ction listed in the Student Handbook | NAC 22 | | | | | |
| GPA falls below minin | num 2.0 | NAC 24 | | | | | |
| has been verified by the Student Empl student or unexpected debits to the d Students MUST maintain at least a 2.00 | hould work <u>BEFORE</u> the student's eligibility to wor loyment Coordinator. Failure to verify this informable department's student worker award account in a GPA to participate. Employment is "At Will" and Students are not permitted to work more than 20 | ation may result in lost wages to the order to pay the student worker. a student can be terminated at any | | | | | |
| Student Signature: | Date: | | | | | | |
| Supervisor Signature: | Date: | | | | | | |
| Department Supervisor Signature: (| person over budget)Do | nte: | | | | | |
| – Teresa MacGregor Lovette – Kim | Gover – Christine Sapienza – Sherri Jackson Banks Signature: | | | | | | |
| (Office Use Only) Position ID #: Dat | te Received: NEW ADD | FASI STRS | | | | | |
| Summer | | DD | | | | | |
| 9 Received W4 Received | d IDs Received Job Desc. | | | | | | |
| Comments: | | | | | | | |
| | | | | | | | |

| , 2800 University Blvd N, Jacksonville |
|--|
| lorida 32211 |
| Student Worker |
| tudent Worker |
| for the full duration of the academic year (August-Ap |
| |
| 4.00 (Min wage, will auto increase with state increase) |
| nigher rate will need to be justified by qualifications) |
| nents: Following JU guidelines |
| |
| ed:Student worker positions |
| 'aries |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| at 904-256 or@ju.edu |
| I (III) |

Students will be evaluated at the end of each academic year to determine if they are eligible to work the next semester.



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

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 Instructions.

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.

| day of employment, | but not befor | | | | | | | initial hasses. | | | |
|---|---|-----------------------------|------------------------------------|---|------------------------|--------------------|-----------------------------|---------------------------|--|--|--|
| Last Name (Family Name) | e (Given Name |) | Middle Initial (| if any) Other La | st Names Used (if any) | | | | | | |
| Address (Street Number ar | nd Name) | 1 | Apt. Number (if | any) City or Towr | | | State | ZIP Code | | | |
| Date of Birth (mm/dd/yyyy) | U.S. Soc | cial Security Numbe | er Emplo | oyee's Email Addres | S | | Employee's Telephone Number | | | | |
| I am aware that federa provides for imprison fines for false stateme | ment and/or | | following boxes of the United S | · | zenship or immi | gration status (Se | e page 2 and | 3 of the instructions.): | | | |
| use of false document | s, in | 2. A nonciti | zen national of | zen national of the United States (See Instructions.) | | | | | | | |
| connection with the co | | 3. A lawful | permanent resi | dent (Enter USCIS o | r A-Number.) | | | | | | |
| this form. I attest, und of perjury, that this inf | | 4. A noncitiz | zen (other than | Item Numbers 2. a | nd 3. above) au | thorized to work u | ntil (exp. date | e, if any) | | | |
| including my selection | of the box | If you check Item | Number 4 ent | ter one of these | | | | 2 | | | |
| attesting to my citizen immigration status, is | | USCIS A-Nun | | Form I-94 Admissio | n Number | Foreign Passr | orf Number | and Country of Issuance | | | |
| correct. | tiue and | COOLO A-Mail | OR | Offin 1 04 Marinious | OF | R Torongiri doop | ort realing of | arta obarray or robustino | | | |
| Signature of Employee | | | | | Today's | s Date (mm/dd/yy | /y) | | | | |
| If a preparer and/or tr | anslator assist | ed vou in completi | na Section 1. | that person MUST | complete the P | reparer and/or T | ranslator Ce | rtification on Page 3. | | | |
| business days after the e authorized by the Secreta documentation in the Add | litional Informa | tion box; see Ins List A | tructions. | Lis | | AND | | List C | | | |
| Document Title 1 | | | | | | | | | | | |
| Issuing Authority | | | | | | | | | | | |
| Document Number (if any) | | | | | | | | | | | |
| Expiration Date (if any) | | | | | | | | | | | |
| Document Title 2 (if any) | | | Addi | tional Informatio | n | | | | | | |
| ssuing Authority | | | | | | | | | | | |
| Document Number (if any) | | | | | | | | | | | |
| Expiration Date (if any) | | | | | | | | | | | |
| Document Title 3 (if any) | | | | | | | | | | | |
| ssuing Authority | | | | | | | | | | | |
| Document Number (if any) | | | | | | | | | | | |
| Expiration Date (if any) | | | C | heck here if you use | d an alternative | procedure author | | o examine documents. | | | |
| Certification: I attest, under Imployee, (2) the above-list lest of my knowledge, the o | ed documentat | ion appears to be | genuine and t | o relate to the emp | | | (mm/dd/y | of Employment yyy): | | | |
| ast Name, First Name and T | itle of Employer | or Authorized Repr | esentative | Signature of Emp | loyer or Authori | zed Representativ | е Т | oday's Date (mm/dd/yyy) | | | |
| Bratcher, Donna | | | | | | | | | | | |
| Employer's Business or Organ | Employer's Business or Organization Address, City or Town, State, ZIP Code 2800 University Blvd. N, Jacksonville, FL 32211 | | | | | | | | | | |

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

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).

| LIGT A | | 1107.0 | | | | | |
|--|------|--|---|--|--|--|--|
| LIST A Documents that Establish Both Identity | | LIST B | LIST C | | | | |
| and Employment Authorization | OR | Documents that Establish Identity AN | D Documents that Establish Employment Authorization | | | | |
| 1. 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 follow | | | | |
| Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | provided it contains a photograph or information such as name, date of birth, | restrictions: (1) NOT VALID FOR EMPLOYMENT | | | | |
| Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- | | gender, height, eye color, and address 2. ID card issued by federal, state or local | (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION | | | | |
| readable immigrant visa | | government agencies or entities, provided it contains a photograph or information such as | (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION | | | | |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | name, date of birth, gender, height, eye color, and address | 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 | 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 | Native American tribal document | | | | |
| passport; and (2) An endorsement of the | | 8. Native American tribal document | 5. U.S. Citizen ID Card (Form I-197) | | | | |
| individual's status or parole as long as that period of | | Driver's license issued by a Canadian government authority | Identification Card for Use of Resident 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 limitations identified on the form. | | 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 For examples, see Section 7 and | | | | |
| | | 10. School record or report card | Section 13 of the M-274 on | | | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the | | 11. Clinic, doctor, or hospital record | uscis.gov/i-9-central. 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 preser | ited | in lieu of a document listed above for a te | mporary period. | | | | |
| | F | or receipt validity dates, see the M-274. | | | | | |
| Receipt for a replacement of a lost, stolen, or damaged List A document. | | Receipt for a replacement of a lost, stolen, or damaged List B document. | 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

Form **W-4**

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.

OMB No. 1545-0074

Department of the Treasury Internal Revenue Service

Your withholding is subject to review by the IRS.

| Step 1: | (a) First name and modification (a) | b) Godiai Scoulity Hamber | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|
| Enter Personal Information | City or town, state, and ZIP code | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, | | | | | | | | |
| | or of town, state, and in con- | contact SSA at 800-772-1213 or go 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 pay more than half the costs of keeping up a home for yours | self and a qualifying individual | | | | | | | | |
| are completing marital status deductions, of year, use the | using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the regithis form after the beginning of the year; expect to work only part of the year; or have changes of number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not credits. Have your most recent pay stub(s) from this year available when using the estimator. At estimator again to recheck your withholding. The series of the year of the year information of the year. | luring the year in your ot from jobs), the beginning of next | | | | | | | | |
| | on from withholding, and when to use the estimator at www.irs.gov/W4App. | | | | | | | | | |
| Step 2: Multiple Jol | Complete this step if you (1) hold more than one job at a time, or (2) are married filing joint also works. The correct amount of withholding depends on income earned from all of these | | | | | | | | | |
| or Spouse | Do only one of the following. | ne following. | | | | | | | | |
| Works | (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or | | | | | | | | | |
| | (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or | | | | | | | | | |
| | (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for option is generally more accurate than (b) if pay at the lower paying job is more than he higher paying job. Otherwise, (b) is more accurate | | | | | | | | | |
| be most accu | ps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. ate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.) If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): | (Your withholding will | | | | | | | | |
| Step 3: Claim | Multiply the number of qualifying children under age 17 by \$2,000 \$ | | | | | | | | | |
| Dependent and Other | Multiply the number of other dependents by \$500 \$ | | | | | | | | | |
| Credits | Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here | 3 \$ | | | | | | | | |
| Step 4 (optional): | (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income | 4(a) \$ | | | | | | | | |
| Adjustment | want to reduce your withholding, use the Deductions Worksheet on page 3 and enter | 4(b) \$ | | | | | | | | |
| | (c) Extra withholding. Enter any additional tax you want withheld each pay period | 4(c) \$ | | | | | | | | |
| Step 5: | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, corre | ct, and complete. | | | | | | | | |
| Sign Here | Employee's signature (This form is not valid unless you sign it) | | | | | | | | | |
| | Employade alaborura (This form is not Valid Halos Valid San It) | | | | | | | | | |



Employers

Only



First date of

employment

Cat. No. 10220Q

Employer identification number (EIN)

Employer's name and address

Form W-4 (2025) Page **2**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 and you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 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 filling threshold for your correct filling 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 2025 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 17, 2026.

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. Are submitting this form after the beginning of the year;
- 2. Expect to work only part of the year;
- 3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
- 4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
- 5. Prefer the most accurate withholding for multiple job situations.

TIP: Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

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. Submit a separate Form W-4 for each job.

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 2025 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.

| 1 | 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 | \$ |
|---|---|----|----|
| 2 | 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 | 2a | \$ |
| | 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 | \$ |
| | c Add the amounts from lines 2a and 2b and enter the result on line 2c | 2c | \$ |
| 3 | 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 | ē |
| 4 | 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.) | | |
| 1 | Enter an estimate of your 2025 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: • \$30,000 if you're married filing jointly or a qualifying surviving spouse • \$22,500 if you're head of household • \$15,000 if you're single or married filing separately | 2 | \$ |
| 3 | If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" | 3 | \$ |
| 4 | Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information | 4 | \$ |
| 5 | Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4 | 5 | \$ |

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 (2025) | | | | - | | | | | | | | Page 4 |
|-------------------------------------|--|----------------------|----------------------|----------------------|----------------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| S | Married Filing Jointly or Qualifying Surviving Spouse Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
| Higher Paying Job | | т. | r | | | | | | | T | 1 | T |
| Annual Taxable Wage & Salary | \$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 - 9,999 | | \$0 | \$700 | \$850 | \$910 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 |
| \$10,000 - 19,999 | 1 | 700 | 1,700 | 1,910 | 2,110 | 2,220 | 2,220 | 2,220 | 2,220 | 2,220 | 2,220 | 3,220 |
| \$20,000 - 29,999 | | 1,700 | 2,760 | 3,110 | 3,310 | 3,420 | 3,420 | 3,420 | 3,420 | 3,420 | 4,420 | 5,420 |
| \$30,000 - 39,999 | 1 | 1,910 | 3,110 | 3,460 | 3,660 | 3,770 | 3,770 | 3,770 | 3,770 | 4,770 | 5,770 | 6,770 |
| \$40,000 - 49,999 | 1 | 2,110 | 3,310 | 3,660 | 3,860 | 3,970 | 3,970 | 3,970 | 4,970 | 5,970 | 6,970 | 7,970 |
| \$50,000 - 59,999 | | 2,220 | 3,420 | 3,770 | 3,970 | 4,080 | 4,080 | 5,080 | 6,080 | 7,080 | 8,080 | 9,080 |
| \$60,000 - 69,999 | 1 | 2,220 | 3,420 | 3,770 | 3,970 | 4,080 | 5,080 | 6,080 | 7,080 | 8,080 | 9,080 | 10,080 |
| \$70,000 - 79,999 | 1 ' | 2,220 | 3,420 | 3,770 | 3,970 | 5,080 | 6,080 | 7,080 | 8,080 | 9,080 | 10,080 | 11,080 |
| \$80,000 - 99,999 | | 2,220 | 3,420 | 4,620 | 5,820 | 6,930 | 7,930 | 8,930 | 9,930 | 10,930 | 11,930 | 12,930 |
| \$100,000 - 149,999 | ı | 4,070 | 6,270 | 7,620 | 8,820 | 9,930 | 10,930 | 11,930 | 12,930 | 14,010 | 15,210 | 16,410 |
| \$150,000 - 239,999 | 1 | 4,240 | 6,640 | 8,190 | 9,590 | 10,890 | 12,090 | 13,290 | 14,490 | 15,690 | 16,890 | 18,090 |
| \$240,000 - 259,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,100 | 18,300 |
| \$260,000 - 279,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,100 | 18,300 |
| \$280,000 - 299,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,100 | 18,300 |
| \$300,000 - 319,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,300 | 13,500 | 14,700 | 15,900 | 17,170 | 19,170 |
| \$320,000 - 364,999 | 2,040 | 4,440 | 6,840 | 8,390 | 9,790 | 11,100 | 12,470 | 14,470 | 16,470 | 18,470 | 20,470 | 22,470 |
| \$365,000 - 524,999 | 2,790 | 6,290 | 9,790 | 12,440 | 14,940 | 17,350 | 19,650 | 21,950 | 24,250 | 26,550 | 28,850 | 31,150 |
| \$525,000 and over | 3,140 | 6,840 | 10,540 | 13,390 Single o | 16,090 | 18,700 | 21,200 | 23,700 | 26,200 | 28,700 | 31,200 | 33,700 |
| | Single or Married Filing Separately Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
| Higher Paying Job Annual Taxable | 40 | 440.000 | 400.000 | | | | | | | #00 000 | 6400.000 | \$440,000 |
| Wage & Salary | \$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 - 9,999 | \$200 | \$850 | \$1,020 | \$1,020 | \$1,020 | \$1,370 | \$1,870 | \$1,870 | \$1,870 | \$1,870 | \$1,870 | \$2,040 |
| \$10,000 - 19,999 | 850 | 1,700 | 1,870 | 1,870 | 2,220 | 3,220 | 3,720 | 3,720 | 3,720 | 3,720 | 3,890 | 4,090 |
| \$20,000 - 29,999 | 1,020 | 1,870 | 2,040 | 2,390 | 3,390 | 4,390 | 4,890 | 4,890 | 4,890 | 5,060 | 5,260 | 5,460 |
| \$30,000 - 39,999 | 1,020 | 1,870 | 2,390 | 3,390 | 4,390 | 5,390 | 5,890 | 5,890 | 6,060 | 6,260 | 6,460 | 6,660 |
| \$40,000 - 59,999 | 1,220 | 3,070 | 4,240 | 5,240 | 6,240 | 7,240 | 7,880 | 8,080 | 8,280 | 8,480 | 8,680 | 8,880 |
| \$60,000 - 79,999 | 1,870 | 3,720 | 4,890 | 5,890 | 7,030 | 8,230 | 8,930 | 9,130 | 9,330 | 9,530 | 9,730 | 9,930 |
| \$80,000 - 99,999 | 1,870 | 3,720 | 5,030 | 6,230 | 7,430 | 8,630 | 9,330 | 9,530 | 9,730 | 9,930 | 10,130 | 10,580 |
| \$100,000 - 124,999 | 2,040 | 4,090 | 5,460 | 6,660 | 7,860 | 9,060 | 9,760 | 9,960 | 10,160 | 10,950 | 11,950 | 12,950 |
| \$125,000 - 149,999 | 2,040 | 4,090 | 5,460 | 6,660 | 7,860 | 9,060 | 9,950 | 10,950 | 11,950 | 12,950 | 13,950 | 14,950 |
| \$150,000 - 174,999 | 2,040 | 4,090 | 5,460 | 6,660 | 8,450 | 10,450 | 11,950 | 12,950 | 13,950 | 15,080 | 16,380 | 17,680 |
| \$175,000 - 199,999 | 2,040 | 4,290 | 6,450 | 8,450 | 10,450 | 12,450 | 13,950 | 15,230 | 16,530 | 17,830 | 19,130 | 20,430 |
| \$200,000 - 249,999 | 2,720 | 5,570 | 7,900 | 10,200 | 12,500 | 14,800 | 16,600 | 17,900 | 19,200 | 20,500 | 21,800 | 23,100 |
| \$250,000 - 399,999 | 2,970 | 6,120 | 8,590 | 10,890 | 13,190 | 15,490 | 17,290 | 18,590 | 19,890 | 21,190 | 22,490 | 23,790 |
| \$400,000 - 449,999 | 2,970 | 6,120 | 8,590 | 10,890 | 13,190 | 15,490 | 17,290 | 18,590 | 19,890 | 21,190 | 22,490 | 23,790 |
| \$450,000 and over | 3,140 | 6,490 | 9,160 | 11,660 | 14,160 lead of l | 16,660 | 18,660 | 20,160 | 21,660 | 23,160 | 24,660 | 26,160 |
| Higher Devines Joh | | | | | r Paying J | | | Wage & S | alarv | | | |
| Higher Paying Job Annual Taxable | \$0 - | \$10,000 - | \$20,000 - | \$30,000 - | \$40,000 - | \$50,000 - | \$60,000 - | \$70,000 - | \$80,000 - | | \$100,000 - | \$110,000- |
| Wage & Salary | 9,999 | 19,999 | 29,999 | 39,999 | 49,999 | 59,999 | 69,999 | 79,999 | 89,999 | 99,999 | 109,999 | 120,000 |
| \$0 - 9,999 | \$0 | \$450 | \$850 | \$1,000 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,870 | \$1,870 | \$1,870 | \$1,890 |
| \$10,000 - 19,999 | 450 | 1,450 | 2,000 | 2,200 | 2,220 | 2,220 | 2,220 | 3,180 | 4,070 | 4,070 | 4,090 | 4,290 |
| \$20,000 - 29,999 | 850 | 2,000 | 2,600 | 2,800 | 2,820 | 2,820 | 3,780 | 4,780 | 5,670 | 5,690 | 5,890 | 6,090 |
| \$30,000 - 39,999 | 1,000 | 2,200 | 2,800 | 3,000 | 3,020 | 3,980 | 4,980 | 5,980 | 6,890 | 7,090 | 7,290 | 7,490 |
| \$40,000 - 59,999 | 1,020 | 2,220 | 2,820 | 3,830 | 4,850 | 5,850 | 6,850 | 8,050 | 9,130 | 9,330 | 9,530 | 9,730 |
| \$60,000 - 79,999 | 1,020 | 3,030 | 4,630 | 5,830 | 6,850 | 8,050 | 9,250 | 10,450 | 11,530 | 11,730 | 11,930 | 12,130 |
| \$80,000 - 99,999 | 1,870 | 4,070 | 5,670 | 7,060 | 8,280 | 9,480 | 10,680 | 11,880 | 12,970 | 13,170 | 13,370 | 13,570 |
| \$100,000 - 124,999 | 1,950 | 4,350 | 6,150 | 7,550 | 8,770 | 9,970 | 11,170 | 12,370 | 13,450 | 13,650 | 14,650 | 15,650 |
| \$125,000 - 149,999 | 2,040 | 4,440 | 6,240 | 7,640 | 8,860 | 10,060 | 11,260 | 12,860 | 14,740 | 15,740 | 16,740 | 17,740 |
| \$150,000 - 174,999 | 2,040 | 4,440 | 6,240 | 7,640 | 8,860 | 10,860 | 12,860 | 14,860 | 16,740 | 17,740 | 18,940 | 20,240 |
| \$175,000 - 199,999 | 2,040 | 4,440 | 6,640 | 8,840 | 10,860 | 12,860 | 14,860 | 16,910 | 19,090 | 20,390 | 21,690 | 22,990 |
| \$200,000 - 249,999 | 2,720 | 5,920 | 8,520 | 10,960 | 13,280 | 15,580 | 17,880 | 20,180 | 22,360 | 23,660 | 24,960 | 26,260 |
| \$250,000 - 449,999 | 2,970 | 6,470 | 9,370 | 11,870 | 14,190 | 16,490 | 18,790 | 21,090 | 23,280 | 24,580 | 25,880 | 27,180 |
| \$450,000 and over | 3,140 | 6,840 | 9,940 | 12,640 | 15,160 | 17,660 | 20,160 | 22,660 | 25,050 | 26,550 | 28,050 | 29,550 |