

CLIENT _____

DEPT. _____

POSITION _____

WAGE _____/HOUR or SALARY

EMPLOYEE START DATE _____

PART TIME ☐ FULL TIME ☐

EMPLOYMENT APPLICATION

NOTE: APPLICANT MUST COMPLETE ALL SECTIONS OF THIS FORM

Name: _____
Last First Middle

Address: _____
Number & Street, Apt.

City State Zip

Telephone # (____) ____ - ____ **Social Security #** ____ - ____ - ____

Email Address: _____@_____

Drivers License # _____ **State** _____ **Expires** _____

Emergency Contact: _____ **Telephone #** (____) ____ - ____

POSITION APPLIED FOR: _____

AN EQUAL OPPORTUNITY EMPLOYER

We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, genetics, sexual orientation, handicap or marital status. We assure you that your opportunity for employment depends solely upon your qualifications.

All full-time employees are eligible to enroll in the Benefits Program. Please see your supervisor for any applicable probationary period and detailed information.



Fax: (303)466-7947



INSTRUCTIONS FOR EMPLOYMENT APPLICATIONS

In order to comply with Federal and State Government requirements, a complete file on all employees is required.

The employee file must consist of a completed Employment Application, Department of Homeland Security I-9 Form, W-4 Federal Withholding Form and Colorado Affirmation of Legal Work Status (for Colorado employers). Federal Law requires that these documents be completed within 3 days of employee hire. The New Hire Survey should also be completed. Incomplete documents will be returned.

Listed below are various forms that need to be completed for each employee, along with instructions for each. In order to complete the employment process, all required information must be supplied on each form.

1. EMPLOYMENT APPLICATION (*front page*)
Have employee complete all sections
Client required to complete top highlighted boxes
2. EMPLOYEE ACKNOWLEDGEMENT
Employee's Signature and Date
3. COLORADO AFFIRMATION OF LEGAL WORK STATUS
Employee name, SSN and date of employment
Initial all four affirmations
Employer's Signature and Date
4. FORM I-9 - EMPLOYMENT ELIGIBILITY VERIFICATION
Section 1 – Employee Information & Verification (Complete All Fields)
Employee's Signature and Date
Section 2 - Employer Review and Verification (Client Requirement)
List A or List B AND C
Employer's Signature and Date
5. ATTACH COPIES OF IDENTIFICATION USED FOR I-9 EMPLOYMENT VERIFICATION
6. FORM W-4 (IRS)
Numbers 1 through 7
Employee's Signature and Date
7. VERIFY THAT ALL YELLOW EMPLOYEE SECTIONS ARE COMPLETED AND ALL BLUE CLIENT AREAS ARE COMPLETED

Severe penalties can be imposed by the Federal Government for failure to have these documents completed. If we have not received the completed forms, hours **will not be accepted** and the employee(s) will **not** receive a payroll check from us.

I acknowledge by my signature below that I have been informed that I will be a co-employee of StaffScapes (PEO), a Professional Employer Organization, assigned to perform services to:

I have been informed and agree that if my employment with Client ends for any reason, I must report to PEO at (303) 466-7864 or (800) 551-7607 within seventy-two (72) hours for possible re-assignment, and my failure to do so will be considered as a voluntary resignation of my employment with the PEO, regardless of the reason for termination.

In addition, I also agree that if at any time during this application for employment process, as well as during my employment, I am involved in any employment dispute, or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, genetics, sexual orientation, marital or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact PEO's Human Resources Department at (303) 466-7864 or (800) 551-7607 to obtain assistance in the resolution of such matters.

It is the policy of PEO that all employees are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (including alcohol) in the workplace, and remote job sites. Drug and alcohol testing will occur after every job-related accident; benefits will be denied or reduced based on a positive test result. Testing shall also occur if there is reasonable suspicion. Any employee violating this policy will be subject to immediate discharge. Clients and employees who do not understand this policy should contact PEO's Human Resources Department for clarification.

1. Alcohol
2. Cocaine
3. Depressants, e.g. barbiturates
4. Marijuana/cannabis
5. Narcotics, e.g. heroin
6. Stimulants, e.g. amphetamines

Further, I certify that I have been fully advised that if I am injured on the job, regardless of how minor the injury may seem, I am to report that injury immediately to my supervisor or PEO's Workers' Compensation Department. I understand that any false or misleading answers to these questions can be sufficient reason for denial of benefits under the prevailing state Workers Compensation Act, and basis for termination of employment. I also understand that my answers will be researched and verified by investigation

Employee Signature: _____ Date: _____



StaffScapes

Human Resource Solution Center

Employee ID: _____

Date: _____

DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name: _____ SSN: _____

Email Address: _____ (mandatory)

PLEASE NOTE THE FOLLOWING:

1. Once this form is submitted, there is a qualifying pre-notification period to verify your account numbers on any new or additional accounts you have listed. The pre-notification period can take up to ten (10) days after the first payroll.
2. Funds electronically deposited may not be available to the employee on the same day as the payroll, depending on the receiving bank's procedures. The employee is responsible for verifying that their funds are available prior to writing checks or debiting account(s).
3. Beginning 1/1/14 payrolls that are 100% direct deposited will have pay stubs emailed, no paper copies will be provided.

Account #1: Type (check one): ☐ Checking ☐ Savings ☐ Other **Deposit (check one):** ☐ 100% ☐ _____% ☐ \$_____

Bank Name: _____ Bank Phone #: _____

Routing #: _____ Account #: _____

Account #2: Type (check one): ☐ Checking ☐ Savings ☐ Other **Deposit (check one):** ☐ _____% ☐ \$_____

Bank Name: _____ Bank Phone #: _____

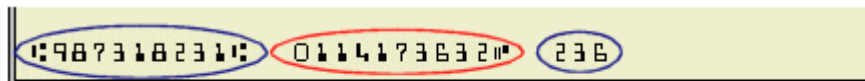
Routing #: _____ Account #: _____

Account #3: Type (check one): ☐ Checking ☐ Savings ☐ Other **Deposit (check one):** _____% \$_____

Bank Name: _____ Bank Phone: _____

Routing #: _____ Account #: _____

Please refer to the sample check below to assist in identifying your bank's routing number and account number. The check number is not needed. If you need to list more than three accounts, please fill out a second direct deposit form.



The routing & transit # is 9 digits surrounded by @
The account # is usually left of @ - If check # is left of account #, ignore check #
The check # should match the # in the upper-right corner

***A voided check or savings deposit slip must be attached for each account listed ***

I hereby authorize StaffScapes, Inc. to make electronic deposits to my account(s) as indicated below. I also authorize StaffScapes to make any necessary debit entries and adjustments for any deposits that were made in error to my account(s). I understand that in the event my financial institution is not able to deposit any electronic transfer into my account(s) due to any action I take, StaffScapes can refrain from issuing the funds to me until the funds are returned to StaffScapes by my financial institution. I understand that this authorization will cause any previously authorized direct deposits to financial institutions to be discontinued.

Signature _____

Date _____



Revision Date: 09/01/14
Expiration Date: 10/01/17

Affirmation of Legal Work Status

Pursuant to § 8-2-122, Colorado Revised Statutes

Employee Name: _____
Last First Middle Date of Birth

Social Security Number: _____ Date of Hire: _____(MM/DD/YYYY)

In accordance with § 8-2-122, C.R.S., within 20 calendar days after hiring the new employee listed above,

I affirm all four of the following by signing this form:

1. I have examined the legal work status of the above named employee.
2. I have retained file copies of the documents required by 8 U.S.C. sec. 1324a.
3. I have not altered or falsified the employee's identification documents.
4. I have not knowingly hired an unauthorized alien.

Print Name of Employer (or Designated Representative) Official Title

Signature of Employer (or Designated Representative) _____(MM/DD/YYYY)
Date Signed by Employer

Business or Organization Name Employer Phone Number

The provision of false or fraudulent information on this form may subject the employer to a significant fine and/or additional penalties.

This form and the documents required by 8 U.S.C. sec. 1324 (copies or electronic copies) will be retained for the duration of the above named individual's employment.

§ 8-2-122(2), C.R.S.: On and after January 1, 2007, within twenty days after hiring a new employee, each employer in Colorado shall affirm that the employer has examined the legal work status of such newly-hired employee and has retained file copies of the documents required by 8 U.S.C. sec. 1324a; that the employer has not altered or falsified the employee's identification documents; and that the employer has not knowingly hired an unauthorized alien. The employer shall keep a written or electronic copy of the affirmation, and of the documents required by 8 U.S.C. sec. 1324a, for the term of employment of each employee.

AFFIRMATIVE ACTION INFORMATION

NEW HIRE SURVEY

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, sexual orientation, veteran / reserve / national guard or any other similarly protected status.

To be completed by applicant on a voluntary basis. Not for interview purposes.

Race information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

NAME _____

ADDRESS _____

PHONE _____ DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

Have you had a claim for Workers' Compensation due to injury?*

____ Yes ____ No If yes, Date _____

Reason _____

Where? _____

Employer _____

Is the claim now open? Y or N Have you ever had an injury to your back or neck? Y or N

Do you require any special accommodations to perform your job or duties? Y or N

If you have answered Yes to any of the above questions please explain: _____

* Federal law and State law prohibits discrimination based upon the filing of workers' compensation claim.

Please check one of the following Equal Employment Opportunity Identification Groups:

____ White

____ Black or African American

____ Native Hawaiian or Pacific Islander

____ Asian

____ American Indian / Alaska Native

____ Two or more races

____ Hispanic / Latino

Gender:

____ Male

____ Female



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047

Expires 03/31/2016

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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 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 | | E-mail Address | | | 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):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States *(See instructions)*
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

3-D Barcode
Do Not Write in This Space

| | |
|------------------------|--------------------|
| Signature of Employee: | Date (mm/dd/yyyy): |
|------------------------|--------------------|

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

| | | | | |
|--------------------------------------|--|-------------------------|-------|----------|
| Signature of Preparer or Translator: | | Date (mm/dd/yyyy): | | |
| Last Name (Family Name) | | First Name (Given Name) | | |
| Address (Street Number and Name) | | City or Town | State | Zip Code |



Employer Completes Next Page



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 |
|--|-----------|---|--|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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. 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 | | <ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 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 | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

| List A Identity and Employment Authorization | OR | List B Identity | 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: | | | | |
| Issuing Authority: | | | | |
| Document Number: | | | | |
| Expiration Date (if any)(mm/dd/yyyy): | | | | |
| Document Title: | | | | |
| Issuing Authority: | | | | |
| Document Number: | | | | |
| Expiration Date (if any)(mm/dd/yyyy): | | | | |

3-D Barcode
Do Not Write in This Space

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 | | Date (mm/dd/yyyy) | Title of Employer or Authorized Representative | |
| Last Name (Family Name) | | First Name (Given Name) | Employer's Business or Organization Name StaffScapes, Inc. | |
| Employer's Business or Organization Address (Street Number and Name) 1070 W. 124th Ave #900 | | City or Town Westminster | State CO | Zip Code 80234 |

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

| | | | |
|---|------------------|---------------------------------------|---|
| A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial | | | B. Date of Rehire (if applicable) (mm/dd/yyyy): |
| C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current 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: | Date (mm/dd/yyyy): | Print Name of Employer or Authorized Representative: |
|---|--------------------|--|

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 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over \$311,300 and you are married filing jointly or are a qualifying widow(er); \$285,350 if you are head of household; \$259,400 if you are single and not head of household or a qualifying widow(er); or \$155,650 if you are married filing separately. See Pub. 505 for details | 1 | \$ _____ |
| 2 | Enter: $\left\{ \begin{array}{l} \$12,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,300 \text{ if head of household} \\ \$6,300 \text{ if single or married filing separately} \end{array} \right\}$ | 2 | \$ _____ |
| 3 | Subtract line 2 from line 1. If zero or less, enter "-0-" | 3 | \$ _____ |
| 4 | Enter an estimate of your 2016 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 <i>Converting Credits to Withholding Allowances for 2016 Form W-4</i> worksheet in Pub. 505.) | 5 | \$ _____ |
| 6 | Enter an estimate of your 2016 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 2016. 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 2016. 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 | | | |
|---|--|-----------------------|--|---|--|-----------------------|--|
| If wages from LOWEST paying job are— | | Enter on line 2 above | | If wages from LOWEST paying job are— | | Enter on line 2 above | |
| \$0 - \$6,000 | | 0 | | \$0 - \$9,000 | | 0 | |
| 6,001 - 14,000 | | 1 | | 9,001 - 17,000 | | 1 | |
| 14,001 - 25,000 | | 2 | | 17,001 - 26,000 | | 2 | |
| 25,001 - 27,000 | | 3 | | 26,001 - 34,000 | | 3 | |
| 27,001 - 35,000 | | 4 | | 34,001 - 44,000 | | 4 | |
| 35,001 - 44,000 | | 5 | | 44,001 - 75,000 | | 5 | |
| 44,001 - 55,000 | | 6 | | 75,001 - 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 - 100,000 | | 10 | | 140,001 and over | | 10 | |
| 100,001 - 115,000 | | 11 | | | | | |
| 115,001 - 130,000 | | 12 | | | | | |
| 130,001 - 140,000 | | 13 | | | | | |
| 140,001 - 150,000 | | 14 | | | | | |
| 150,001 and over | | 15 | | | | | |

| Married Filing Jointly | | All Others | |
|--|--|-----------------------|--|
| If wages from HIGHEST paying job are— | | Enter on line 7 above | |
| \$0 - \$75,000 | | \$610 | |
| 75,001 - 135,000 | | 1,010 | |
| 135,001 - 205,000 | | 1,130 | |
| 205,001 - 360,000 | | 1,340 | |
| 360,001 - 405,000 | | 1,420 | |
| 405,001 and over | | 1,600 | |

| Married Filing Jointly | | All Others | |
|--|--|-----------------------|--|
| If wages from HIGHEST paying job are— | | Enter on line 7 above | |
| \$0 - \$38,000 | | \$610 | |
| 38,001 - 85,000 | | 1,010 | |
| 85,001 - 185,000 | | 1,130 | |
| 185,001 - 400,000 | | 1,340 | |
| 400,001 and over | | 1,600 | |

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.

Form W-4 (2016)

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 2016 expires February 15, 2017. 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 cannot claim exemption from withholding if your income exceeds \$1,050 and includes 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 do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not 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 dependent(s) 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 2016. 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/w4.

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: <div><ul style="list-style-type: none">• You are single and have only one job; or• You are married, have only one job, and your spouse does not work; or• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</div> | 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 | F | _____ |
| G | Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none">• 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. <div><ul style="list-style-type: none">• 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.</div> | | | |

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

| | | | | | |
|--|--|---|--|--|--|
| Form W-4 Department of the Treasury Internal Revenue Service | | Employee's Withholding Allowance Certificate | | OMB No. 1545-0074 2016 | |
| ► 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. | | | | | |
| 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 withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. | |
| 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 2016, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none">• 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.) ► | | | | | |
| 8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) StaffScapes, Inc. 1070 West 124th Ave., #900, Westminster, CO 80234 | | | | 9 Office code (optional) 10 Employer identification number (EIN) 84-1346032 | |