

Form #1 – Federal Tax Form:

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate	OMB No. 1545-0074
	▶ 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. ▶ Your withholding is subject to review by the IRS.	2022

- At a minimum you must complete Step #1 and Step #5.
- If Step 2 -4 apply to your personal situation, complete those steps as well.


Form #2 – State Tax Form:

Iowa Department of REVENUE	2021 IA W-4 Employee Withholding Allowance Certificate tax.iowa.gov
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- Mark the appropriate box for our marital status.
- Fill in your personal information.
- If you do NOT want taxes to come out of your check – write in EXEMPT.*
- If you DO want taxes to come out of your check – fill in your total allowances on line #6. If 0 allowances, please insert a 0.*

*If you write in EXEMPT, then line 6 should be blank.

Form #3 – I-9:

	Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022
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- On page 1, fill in your personal information.
- On page 1, mark the appropriate box – either 1, 2, 3 or 4.
- On page 1, sign and date.
- Show the original document, either:
 - 1 from List A OR
 - 1 from List B AND 1 from List C.

Form #4 – Direct Deposit Form:

**Authorization for direct deposit and paystub delivery
CITY OF MARSHALLTOWN, IOWA**

- Write in the name of your bank, the amount to be deposited and check whether it is a checking or saving account.
- Print your name, sign and date.
- Provide a voided check OR note from your bank with the routing number and account number. Note: We MUST have this prior to your start date.
- Complete the bottom section with how you want your check stub, please print legibly.

Form #5 – EEO Reporting Form:

EEO 4 Reporting Categories

- Put a check mark next to the appropriate race/ethnicity.
- Put a check mark next to the appropriate gender.

EMPLOYER USE ONLY:

- Completed background check
- Employment application and interview notes
- Work permit, if applicable

Please make sure ALL forms are complete prior to turning in to HR.