

# Form #1 – Federal Tax Form:

<b>Form W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Certificate</b> ► 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.	OMB No. 1545-0074 <b>2022</b>
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- 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:

<b>Iowa Department of REVENUE</b>	<b>2021 IA W-4</b> Employee Withholding Allowance Certificate <a href="http://tax.iowa.gov">tax.iowa.gov</a>
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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:

	<b>Employment Eligibility Verification</b> Department of Homeland Security U.S. Citizenship and Immigration Services	<b>USCIS</b> <b>Form I-9</b> 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.