

Ravenna Public Schools
Request to Be Placed On Substitute List

Name: _____ Phone Numbers: _____

Full Address: _____ Date: _____

Fingerprints on file with Ravenna Public Schools: ___ Yes ___ No

Subbing possibilities:

Paraprofessional - Beechnau, Middle School and/or High School

Kitchen – Beechnau, Middle School and/or High School

Custodial

Positions I am interested in:

Positions and Building Preference	Days/Times Available

Please complete the attached forms:

- Employee Checklist
- Omnibus Criminal History Form
- Criminal History Records Report – Complete only if you have been fingerprinted by a K-12 school district. Please list the school district name that I can request fingerprints from.
- LIVESCAN FINGERPRINT BACKGROUND CHECK REQUEST – If you have never been fingerprinted by a K-12 school district, complete the top part of this form and take it to a Fingerprinting Facility with a picture ID and \$75-\$80. **RETURN the LiveScan form to Central Office once you have been fingerprinted.**
- Michigan Waiver Agreement and Statement for Schools
- State of Michigan New Hire Reporting Form
- W4's
- I-9
- Authorization Agreement for Automatic Deposits

Return forms to Central Office. You will be placed on the Sub List after you have met the requirements and your fingerprint results have been verified. If you have any questions, call 231-853-2231 and choose Office of the Superintendent. Thank you for applying.

~~~~~  
Date received: \_\_\_\_\_

Date placed on Sub List \_\_\_\_\_

Background Check completed: \_\_\_ Yes \_\_\_ No

# Ravenna Public Schools Substitute Employee Checklist

**Employee Name** \_\_\_\_\_ **Maiden** \_\_\_\_\_

**Address**  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State ZIP

**Cell Telephone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Birth Date** \_\_\_\_\_

**SS#** \_\_\_\_\_

**Drivers License** \_\_\_\_\_

**Last Employer** \_\_\_\_\_

**Address**  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State ZIP

\*\*\*\*\*

## Central Office Use Only

Position Being Offered: SUBSTITUTE

- \_\_\_\_\_ Request to be placed on sub list
- \_\_\_\_\_ Omnibus Criminal History Form
- \_\_\_\_\_ ICHAT Results
- \_\_\_\_\_ Michigan Waiver Agreement and Statement for Schools Authorization
- \_\_\_\_\_ Signed Fingerprint Authorization –LiveScan Form
- \_\_\_\_\_ Fingerprint Results TCN: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ Fingerprints Shared on CHRIS by \_\_\_\_\_ District
- \_\_\_\_\_ Entered into REP with PIC Number

Will employee have access to CHRI - No Has employee received SAT? - No



# Ravenna Public Schools

12322 Stafford Street, Ravenna, MI 49451

Phone 231-853-2231; Fax 231-853-2193

ravennaschools.org

## Omnibus Criminal History Form

I understand that I have been conditionally offered a position as an employee of Ravenna Public School District. My unconditional employment is dependent upon completion of the criminal history record(s) check(s) required by state law or school district policy. I hereby authorize Ravenna Public Schools to conduct check(s) using the information provide herein.

Employee Name: \_\_\_\_\_

Other Names Used (Maiden, etc.): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Last Four Digits of SSN: \_\_\_\_\_ BD: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Check one of the following:

- I have never been convicted of, or pled guilty or "no contest" to any crimes.
- I have been convicted of or pled guilty to or pled "no contest" to the following crimes:  
(list nature of crimes and approximate date).

\_\_\_\_\_  
\_\_\_\_\_

### DRUG PREVENTION POLICY

**STANDARD OF CONDUCT** The unlawful possession, use (including but not limited to application, injection, inhalation or ingestion), distribution or being under the influence of illicit substances by any employee while on school premises, performing school business or as part of any school activity or function is strictly prohibited. Compliance with the standards of conduct in this policy is mandatory and shall not be construed to be voluntary.

**DISCIPLINARY SANCTIONS** Disciplinary sanctions, up to and including termination of employment, will be imposed on employees who violate the above standards of conduct.

As a potential employee of the Ravenna Public Schools, I have read the above and understand the "Drug Free" concept of the system.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ICHAT AUTHORIZATION

I authorize Ravenna Public Schools to perform an ICHAT request.

My signature hereby confirms that I have read and understand the statement in this document and attests to my agreement and authorization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
Satisfactory ICHAT completed: Date: \_\_\_\_\_ By: \_\_\_\_\_

Return fingerprints to:  
Jeany Robinson [jrobinso@ravennaschools.org](mailto:jrobinso@ravennaschools.org) FAX 231-853-2193

**AUTHORITY:** MCL 28.162, MCL 28.214, MCL 28.248, & MCL 28.273  
**COMPLIANCE:** Voluntary. However, failure to complete this form will result in denial of request.

**LIVE SCAN FINGERPRINT BACKGROUND CHECK REQUEST**

**Purpose:** To conduct a civil fingerprint-based background check for employment, to volunteer, or for licensing purposes as authorized by law.  
**Instructions:** See page two.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                          |                                     |                                       |                                      |                  |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|------------------|--------------|
| <b>I. Authorizing Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                          |                                     |                                       |                                      |                  |              |
| 1. Fingerprint Reason Code<br>SE-MI School Employ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2. Requestor/Agency ID<br>2101M | 3. Agency Name<br>Ravenna Public Schools |                                     |                                       | 4. Individual ID (MNU-OA)            |                  |              |
| <b>II. Applicant Information:</b> Type or clearly print answers in all fields before going to be fingerprinted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                          |                                     |                                       |                                      |                  |              |
| 1a. Last Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 | 1b. First Name                           |                                     |                                       | 1c. Middle Initial                   | 1d. Suffix       |              |
| 2. Any Alternative Names, Last Names, or Aliases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                          |                                     |                                       | 3. Social Security Number (Optional) |                  |              |
| 4. Place of Birth (State or Country)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5. Date of Birth                | 6. Phone Number                          |                                     | 7. Driver's License / State ID Number |                                      | 8. Issuing State |              |
| 9. Home Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                          | 10. City                            |                                       |                                      | 11. State        | 12. ZIP Code |
| 13. Sex                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 14. Race                        | 15. Height                               | 16. Weight                          | 17. Eye Color                         | 18. Hair Color                       |                  |              |
| <b>III. Live Scan Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                                          |                                     |                                       |                                      |                  |              |
| 1. Date Printed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2. Picture ID Type Presented    |                                          | 3. Transaction Control Number (TCN) |                                       | 4. Live Scan Operator*               |                  |              |
| *When an individual ID is provided, please enter the ID into the Miscellaneous Number (MNU) field on the Live Scan device. Select OA - Originating Agency Identifier and then enter the unique identifier in the Identification Code field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                 |                                          |                                     |                                       |                                      |                  |              |
| <b>IV. Privacy Act Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |                                          |                                     |                                       |                                      |                  |              |
| <p><b>Authority:</b> Acquisition, preservation, and exchange of fingerprints and associated information by the Federal Bureau of Investigation (FBI) is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.</p> <p><b>Principal Purpose:</b> Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.</p> <p><b>Routine Uses:</b> During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.</p> |                                 |                                          |                                     |                                       |                                      |                  |              |
| <b>V. Procedure to Obtain a Change, Correction, or Update of Identification Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |                                          |                                     |                                       |                                      |                  |              |
| <p>If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections, or updating of the alleged deficiency; he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR § 16.34)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                                          |                                     |                                       |                                      |                  |              |
| <b>VI. Consent</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                                          |                                     |                                       |                                      |                  |              |
| <p>I understand that my personal information and biometric data being submitted by Live Scan, will be used to search against identification records from both the Michigan State Police (MSP) and the FBI for the purpose listed above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                          |                                     |                                       |                                      |                  |              |
| Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                                          |                                     |                                       | Date:                                |                  |              |

## INSTRUCTIONS

### Section I:

#### Authorizing Information:

This section is to be completed by the agency authorized to request civil fingerprint-based background checks.

**1. Fingerprint Code:**

The fingerprint code identifies the authorizing purpose in law allowing the agency to request the civil fingerprint-based background check. For example, School Employment (SE), Child Protection Volunteer (CPV), Health Care employment (HC).

**2. Requesting Agency Identification (ID):**

The requesting agency ID is assigned to your agency by the MSP. No request for fingerprinting can be completed without an agency ID. Please ensure the correct fingerprinting reason code and agency Identification is used. The MSP will charge for second requests due to incorrect codes.

**3. Agency Name:**

The agency name is the legal name of the authorized agency. For schools specifically, the agency name is the name recognized by the Michigan Department of Education.

**4. Individual ID (MNU-OA)**

The Individual ID is a unique identifier specific to the individual requested to submit fingerprints. An ID such as a state issued licensing number, a Personnel Identification Code (PIC) number, or other similar uniquely issued identifier/number.

### Section II:

#### Applicant Information:

This section can be completed by the authorized agency, the individual, or as a joint effort by both. Section II specifically pertains to the demographic information needed in order to obtain the biometric data of the applicant and is a unique identifier specific to the applicant.

### Section III:

#### Live Scan Information:

This section is required to be completed by the Live Scan vendor operator and must be completed at the time of fingerprinting. After fingerprinting, the applicant shall return this signed and completed document to the requesting agency. The Live Scan operator must return a completed copy of the form to the applicant.

# Fingerprinting Facilities

1. Bring LIVESCAN form, picture ID and \$75-80 if you have not already paid/registered online.
2. Call before going to a facility to make sure they are open, how much they charge and the available hours for fingerprint requests. This is not an exhaustive list, there may be other Sheriff Departments or locations. You can check online at <https://www.certifixlivescan.com>
3. LIVESCAN form and receipt must be returned to Administration after fingerprinting is complete.

Muskegon County Clerk  
990 Terrace Street, 1<sup>st</sup> Floor  
Muskegon MI 49442  
231-724-6221  
Accepts cash, check, Visa or MasterCard

Muskegon Sheriff's Office  
25 W. Walton Ave  
Muskegon MI  
8:00 – 11:45 a.m. and 1:00 – 4:00 p.m.  
231-724-6351 ext 4  
Accepts cash (exact change) or check

Ottawa County Sheriff  
1222 Fillmore Street  
West Olive MI 49460  
616-738-4006  
Accepts cash, MasterCard, Visa

Kent County Sheriff  
701 Ball Ave. NE  
Grand Rapids MI 49503  
616-632-6100  
Accepts Cash or Check

Oceana County Sheriff  
216 Lincoln Street  
Hart MI 49420  
231-873-2121  
Accepts Cash, Check or Credit Card

UPS Store 4392  
1887 Holton Road  
Muskegon MI 49445  
231-744-4800  
Call for an appointment.

Identogo Morpho Trust USA  
1-866-226-2952  
<https://www.identogo.com>  
Fingerprinting by appointment.  
Pay online.

THIS LIST IS SUBJECT TO CHANGE. PLEASE CALL AND VERIFY HOURS AND COST BEFORE TRAVELING.

**AUTHORITY:** MCL 28.242  
**COMPLIANCE:** Voluntary; however, failure to complete this Agreement will result in denial of request.

## MICHIGAN WAIVER AGREEMENT AND STATEMENT FOR SCHOOLS

### An Individual Applicant's Request for a Fingerprint-Based Criminal History Record Information (CHRI) Background Check Result for a Qualified Entity in Accordance with the Michigan School Volunteer & Employee Criminal History Program

Pursuant to the National Child Protection Act (NCPA) of 1993, as amended by the Volunteers for Children Act (VCA), this form should be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity (i.e. school or management company) under these laws.

I hereby authorize (enter name of Qualified Entity) Ravenna Public Schools to receive the results of my state and federal fingerprint-based CHRI background check result for the purpose of evaluating and determining my fitness to have responsibility for the safety and well-being of children or individuals with disabilities. Prior to submitting my fingerprints to the Michigan State Police to conduct a CHRI background check, I will complete, sign, and return this form and a Livescan Fingerprint Background Check Request form (RI-030). I understand the Qualified Entity will retain all required documentation for a period of time no less than prescribed by state or federal laws. By signing this Michigan Waiver Agreement and Statement, it is my intent to authorize the dissemination of any state and national CHRI that may pertain to me to the Qualified Entity with which I am, or am seeking to be, employed or to serve as a volunteer, pursuant to the NCPA VCA.

I understand that until the criminal history background check is completed, the Qualified Entity may choose to deny me unsupervised access to children or individuals with disabilities. I further understand that upon request the Qualified Entity will provide me a copy of the CHRI background results, if any, and that I am entitled to challenge the accuracy and completeness of any information contained in such results. I may obtain a prompt determination as to the validity of my challenge before the Qualified Entity makes a final decision about my status; as an employee, volunteer, contractor, or subcontractor.

|                                                                                                                                                                                                                                                                                           |      |                                     |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------|----------|
| Printed/Typed Name                                                                                                                                                                                                                                                                        |      | Date of Birth                       |          |
| Address                                                                                                                                                                                                                                                                                   | City | State                               | ZIP Code |
| What is your current or prospective status (check one)?                                                                                                                                                                                                                                   |      |                                     |          |
| <input checked="" type="checkbox"/> Employee                                                                                                                                                                                                                                              |      | <input type="checkbox"/> Volunteer  |          |
| <input type="checkbox"/> Contractor/Vendor                                                                                                                                                                                                                                                |      | <input type="checkbox"/> Substitute |          |
| Have you ever been convicted of a crime?                                                                                                                                                                                                                                                  |      |                                     |          |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                  |      |                                     |          |
| If yes, please provide a description of the crime and the particulars of the conviction.                                                                                                                                                                                                  |      |                                     |          |
|                                                                                                                                                                                                                                                                                           |      |                                     |          |
| I understand that I may be asked to assist with obtaining any and all official disposition documentation regarding my conviction.                                                                                                                                                         |      |                                     |          |
| If you are an employee, prospective employee, or a volunteer of a public school academy, do you authorize release of your CHRI results to another qualified entity (i.e. school or management company) for a like purpose? If yes, indicate the name of the other qualified entity below. |      |                                     |          |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                  |      | N/A                                 |          |
| Name of Other Qualified Entity                                                                                                                                                                                                                                                            |      |                                     |          |
| N/A                                                                                                                                                                                                                                                                                       |      |                                     |          |
| Signature                                                                                                                                                                                                                                                                                 |      | Date Signed                         |          |

**ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY**

# MI-W4

(Rev. 12-20)

## EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE STATE OF MICHIGAN - DEPARTMENT OF TREASURY

This certificate is for Michigan income tax withholding purposes only. Read instructions on page 2 before completing this form.

Issued under P.A. 281 of 1967.

|                                                                                                                                                                                                                                                                                          |  |  |                                                                                             |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|---------------------------------------------------------------------------------------------|--------------------|
|                                                                                                                                                                                                                                                                                          |  |  | ▶ 1. Full Social Security Number                                                            | ▶ 2. Date of Birth |
| ▶ 3. Name (First, Middle Initial, Last)                                                                                                                                                                                                                                                  |  |  | 4. Driver's License Number or State ID                                                      |                    |
| Home Address (No., Street, P.O. Box or Rural Route)                                                                                                                                                                                                                                      |  |  | ▶ 5. Are you a new employee? (mm/dd/yyyy)                                                   |                    |
| City or Town                                                                                                                                                                                                                                                                             |  |  | <input type="checkbox"/> Yes If Yes, enter date of hire.....<br><input type="checkbox"/> No |                    |
| State                                                                                                                                                                                                                                                                                    |  |  |                                                                                             |                    |
| ZIP Code                                                                                                                                                                                                                                                                                 |  |  |                                                                                             |                    |
| 6. Enter the number of personal and dependent exemptions (see instructions) .....                                                                                                                                                                                                        |  |  | ▶ 6.                                                                                        |                    |
| 7. Additional amount you want deducted from each pay (if employer agrees) .....                                                                                                                                                                                                          |  |  | 7. \$ .00                                                                                   |                    |
| 8. I claim exemption from withholding because (see instructions):                                                                                                                                                                                                                        |  |  |                                                                                             |                    |
| a. <input type="checkbox"/> A Michigan income tax liability is not expected this year.                                                                                                                                                                                                   |  |  |                                                                                             |                    |
| b. <input type="checkbox"/> Wages are exempt from withholding. Explain: _____                                                                                                                                                                                                            |  |  |                                                                                             |                    |
| c. <input type="checkbox"/> Permanent home (domicile) is located in the following Renaissance Zone: _____                                                                                                                                                                                |  |  |                                                                                             |                    |
| <b>EMPLOYEE:</b> If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records. See additional instructions on page 2.                                        |  |  |                                                                                             |                    |
| <i>Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number I am allowed to claim. If claiming exemption from withholding, I certify that I do not anticipate a Michigan income tax liability this year.</i> |  |  |                                                                                             |                    |
| 9. Employee's Signature                                                                                                                                                                                                                                                                  |  |  | ▶ Date                                                                                      |                    |

|                                                                                                                                                                                                                              |  |                                              |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|-------|
| <b>EMPLOYER:</b> Complete the below section.                                                                                                                                                                                 |  |                                              |       |
| 10. Employer's Name                                                                                                                                                                                                          |  | ▶ 11. Federal Employer Identification Number |       |
| Address (No., Street, P.O. Box or Rural Route)                                                                                                                                                                               |  | City or Town                                 | State |
|                                                                                                                                                                                                                              |  | ZIP Code                                     |       |
| Name of Contact Person                                                                                                                                                                                                       |  | Contact Phone Number                         |       |
| <b>INSTRUCTIONS TO EMPLOYER:</b> Keep a copy of this certificate with your records. All new hires must be reported to the State of Michigan. See <a href="http://www.mi-newhire.com">www.mi-newhire.com</a> for information. |  |                                              |       |
| In addition, a copy of this form must be sent to the Michigan Department of Treasury if the employee claims 10 or more exemptions or claims they are exempt from withholding. Send a copy to:                                |  |                                              |       |
| Michigan Department of Treasury<br>Tax Technical Section<br>P.O. Box 30477<br>Lansing, MI 48909                                                                                                                              |  |                                              |       |



## **INSTRUCTIONS TO EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE (Form MI-W4)**

You must submit a Michigan withholding exemption certificate (form MI-W4) to your employer on or before the date that employment begins. If you fail or refuse to submit this certificate, your employer must withhold tax from your compensation without allowance for any exemptions. Your employer is required to notify the Michigan Department of Treasury if you have claimed 10 or more personal or dependency exemptions or claimed that you are exempt from withholding.

You **MUST** provide a new MI-W4 to your employer within 10 days if your residency status changes or if your exemptions decrease because: a) your spouse, for whom you have been claiming an exemption, is divorced or legally separated from you or claims his/her own exemption(s) on a separate certificate, or b) a dependent no longer qualifies under the Internal Revenue Code.

**Line 5:** If you check "Yes," enter your date of hire.

**Line 6:** Personal and dependency exemptions. The number of exemptions claimed here may not exceed the number of exemptions you are entitled to claim on a *Michigan Individual Income Tax Return* (Form MI-1040). Dependents include qualifying children and qualifying relatives under the Internal Revenue Code, even if your AGI exceeds the limits to claim federal tax credits for them.

Do not claim the same exemptions more than once or tax will be under-withheld. Specifically, **do not claim:**

- Your personal exemption if someone else will claim you as their dependent.
- Your personal exemption with more than one employer at a time.
- Your spouse's personal exemption if they claim it with their employer.
- Your dependency exemptions if someone else (for example, your spouse) is claiming them with their employer.

**Line 7:** You may designate additional withholding if you expect to owe more than the amount withheld.

**Line 8a:** You may claim exemption from Michigan income tax withholding if all of the following conditions are met:

- i) Your employment is intermittent, temporary, or less than full time;
- ii) Your personal and dependency exemptions exceed your annual taxable compensation;
- iii) You claimed exemption from federal withholding; and
- iv) You did not incur a Michigan income tax liability for the previous year.

**Line 8b:** Reasons wages might be exempt from withholding include:

- You are a nonresident spouse of military personnel stationed in Michigan.
- You are a resident of one of the following reciprocal states while working in Michigan: Illinois, Indiana, Kentucky, Minnesota, Ohio, or Wisconsin.
- You are a member of a Native American tribe that has a tax agreement with the State of Michigan and whose principal place of residence is within the designated agreement area.
- You are an enrolled member of a federally-recognized tribe that does not have a tax agreement with the State of Michigan, you reside within that tribe's Indian Country (as defined in 18 USC 1151), and compensation from this job will be earned within that Indian Country.

**Line 8c:** For questions about Renaissance Zones, contact your local assessor's office.

## 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.  
 Your withholding is subject to review by the IRS.**

2024

|                                                       |                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                     |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1:<br/>Enter<br/>Personal<br/>Information</b> | (a) First name and middle initial                                                                                                                                                                                                                                                                                                 | Last name | (b) Social security number                                                                                                                                                                          |
|                                                       | Address                                                                                                                                                                                                                                                                                                                           |           | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> . |
|                                                       | City or town, state, and ZIP code                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                     |
|                                                       | (c) <input type="checkbox"/> Single or Married filing separately<br><input type="checkbox"/> Married filing jointly or Qualifying surviving spouse<br><input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) |           |                                                                                                                                                                                                     |

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for 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 the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . .

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                |             |    |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|
| <b>Step 3:<br/>Claim<br/>Dependent<br/>and Other<br/>Credits</b> | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):<br>Multiply the number of qualifying children under age 17 by \$2,000 \$ _____<br>Multiply the number of other dependents by \$500 . . . . . \$ _____<br>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 . . . . . | <b>3</b>    | \$ |
| <b>Step 4<br/>(optional):<br/>Other<br/>Adjustments</b>          | (a) <b>Other income (not from jobs).</b> 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 . . . . .                                                                                                                                                              | <b>4(a)</b> | \$ |
|                                                                  | (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .                                                                                                                                                                                                     | <b>4(b)</b> | \$ |
|                                                                  | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .                                                                                                                                                                                                                                                                                                             | <b>4(c)</b> | \$ |

|                                  |                                                                                                                                      |             |  |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------|--|
| <b>Step 5:<br/>Sign<br/>Here</b> | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. |             |  |
|                                  | <b>Employee's signature</b> (This form is not valid unless you sign it.)                                                             | <b>Date</b> |  |

|                           |                             |                          |                                      |
|---------------------------|-----------------------------|--------------------------|--------------------------------------|
| <b>Employers<br/>Only</b> | Employer's name and address | First date of employment | 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](http://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](http://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
3. 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](http://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.

- 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
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 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: { \$29,200 if you're married filing jointly or a qualifying surviving spouse; \$21,900 if you're head of household; \$14,600 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.

**Married Filing Jointly or Qualifying Surviving Spouse**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job 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                                           | \$0               | \$780             | \$850             | \$940             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020             | \$1,370             |
| \$10,000 - 19,999                              | 0                                             | 780               | 1,780             | 1,940             | 2,140             | 2,220             | 2,220             | 2,220             | 2,220             | 2,220             | 2,570               | 3,570               |
| \$20,000 - 29,999                              | 780                                           | 1,780             | 2,870             | 3,140             | 3,340             | 3,420             | 3,420             | 3,420             | 3,420             | 3,770             | 4,770               | 5,770               |
| \$30,000 - 39,999                              | 850                                           | 1,940             | 3,140             | 3,410             | 3,610             | 3,690             | 3,690             | 3,690             | 4,040             | 5,040             | 6,040               | 7,040               |
| \$40,000 - 49,999                              | 940                                           | 2,140             | 3,340             | 3,610             | 3,810             | 3,890             | 3,890             | 4,240             | 5,240             | 6,240             | 7,240               | 8,240               |
| \$50,000 - 59,999                              | 1,020                                         | 2,220             | 3,420             | 3,690             | 3,890             | 3,970             | 4,320             | 5,320             | 6,320             | 7,320             | 8,320               | 9,320               |
| \$60,000 - 69,999                              | 1,020                                         | 2,220             | 3,420             | 3,690             | 3,890             | 4,320             | 5,320             | 6,320             | 7,320             | 8,320             | 9,320               | 10,320              |
| \$70,000 - 79,999                              | 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 - 99,999                              | 1,020                                         | 2,220             | 3,620             | 4,890             | 6,090             | 7,170             | 8,170             | 9,170             | 10,170            | 11,170            | 12,170              | 13,170              |
| \$100,000 - 149,999                            | 1,870                                         | 4,070             | 6,270             | 7,540             | 8,740             | 9,820             | 10,820            | 11,820            | 12,830            | 14,030            | 15,230              | 16,430              |
| \$150,000 - 239,999                            | 1,960                                         | 4,360             | 6,760             | 8,230             | 9,630             | 10,910            | 12,110            | 13,310            | 14,510            | 15,710            | 16,910              | 18,110              |
| \$240,000 - 259,999                            | 2,040                                         | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,790            | 16,990              | 18,190              |
| \$260,000 - 279,999                            | 2,040                                         | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,790            | 16,990              | 18,190              |
| \$280,000 - 299,999                            | 2,040                                         | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,790            | 16,990              | 18,380              |
| \$300,000 - 319,999                            | 2,040                                         | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,980            | 17,980              | 19,980              |
| \$320,000 - 364,999                            | 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 - 524,999                            | 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 over                             | 3,140                                         | 6,840             | 10,540            | 13,310            | 16,010            | 18,590            | 21,090            | 23,590            | 26,090            | 28,590            | 31,090              | 33,590              |

**Single or Married Filing Separately**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job 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                                    | \$240                                         | \$870             | \$1,020           | \$1,020           | \$1,020           | \$1,540           | \$1,870           | \$1,870           | \$1,870           | \$1,870           | \$1,910             | \$2,040             |
| \$10,000 - 19,999                              | 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 - 29,999                              | 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 - 39,999                              | 1,020                                         | 1,830             | 2,510             | 3,510             | 4,510             | 5,510             | 5,830             | 5,870             | 6,070             | 6,270             | 6,470               | 6,600               |
| \$40,000 - 59,999                              | 1,390                                         | 3,200             | 4,360             | 5,360             | 6,360             | 7,370             | 7,890             | 8,090             | 8,290             | 8,490             | 8,690               | 8,820               |
| \$60,000 - 79,999                              | 1,870                                         | 3,680             | 4,830             | 5,840             | 7,040             | 8,240             | 8,770             | 8,970             | 9,170             | 9,370             | 9,570               | 9,700               |
| \$80,000 - 99,999                              | 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 - 124,999                            | 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 - 149,999                            | 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 - 174,999                            | 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 - 199,999                            | 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 - 249,999                            | 2,720                                         | 5,610             | 8,060             | 10,360            | 12,660            | 14,960            | 16,590            | 17,890            | 19,190            | 20,490            | 21,790              | 23,020              |
| \$250,000 - 399,999                            | 2,970                                         | 6,080             | 8,540             | 10,840            | 13,140            | 15,440            | 17,060            | 18,360            | 19,660            | 20,960            | 22,260              | 23,500              |
| \$400,000 - 449,999                            | 2,970                                         | 6,080             | 8,540             | 10,840            | 13,140            | 15,440            | 17,060            | 18,360            | 19,660            | 20,960            | 22,260              | 23,500              |
| \$450,000 and over                             | 3,140                                         | 6,450             | 9,110             | 11,610            | 14,110            | 16,610            | 18,430            | 19,930            | 21,430            | 22,930            | 24,430              | 25,870              |

**Head of Household**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job 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                                           | \$510             | \$850             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,220           | \$1,870           | \$1,870           | \$1,870             | \$1,960             |
| \$10,000 - 19,999                              | 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 - 29,999                              | 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 - 39,999                              | 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 - 59,999                              | 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 - 79,999                              | 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 - 99,999                              | 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 - 124,999                            | 2,020                                         | 4,420             | 6,160             | 7,560             | 8,760             | 9,960             | 11,160            | 12,360            | 13,210            | 13,880            | 14,880              | 15,880              |
| \$125,000 - 149,999                            | 2,040                                         | 4,440             | 6,180             | 7,580             | 8,780             | 9,980             | 11,250            | 13,250            | 14,900            | 15,900            | 16,900              | 17,900              |
| \$150,000 - 174,999                            | 2,040                                         | 4,440             | 6,180             | 7,580             | 9,250             | 11,250            | 13,250            | 15,250            | 16,900            | 18,030            | 19,330              | 20,630              |
| \$175,000 - 199,999                            | 2,040                                         | 4,510             | 7,050             | 9,250             | 11,250            | 13,250            | 15,250            | 17,530            | 19,480            | 20,780            | 22,080              | 23,380              |
| \$200,000 - 249,999                            | 2,720                                         | 5,920             | 8,620             | 11,120            | 13,420            | 15,720            | 18,020            | 20,320            | 22,270            | 23,570            | 24,870              | 26,170              |
| \$250,000 - 449,999                            | 2,970                                         | 6,470             | 9,310             | 11,810            | 14,110            | 16,410            | 18,710            | 21,010            | 22,960            | 24,260            | 25,560              | 26,860              |
| \$450,000 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              |



# 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.

**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 (if any)    | Other Last Names Used (if any) |                             |  |                                                 |  |
| Address (Street Number and Name)                                                                                                                                                                                                                                                                                                                    |                                                                                                                               |                         | Apt. Number (if any)     | City or Town               |                                | State<br>ZIP Code           |  |                                                 |  |
| Date of Birth (mm/dd/yyyy)                                                                                                                                                                                                                                                                                                                          | U.S. Social Security Number                                                                                                   |                         | Employee's Email Address |                            |                                | Employee's Telephone Number |  |                                                 |  |
| <p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p> | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): |                         |                          |                            |                                |                             |  |                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> 1. A citizen of the United States                                                                    |                         |                          |                            |                                |                             |  |                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)                                    |                         |                          |                            |                                |                             |  |                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)                                            |                         |                          |                            |                                |                             |  |                                                 |  |
| <input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)                                                                                                                                                                                                                     |                                                                                                                               |                         |                          |                            |                                |                             |  |                                                 |  |
| If you check Item Number 4., enter one of these:                                                                                                                                                                                                                                                                                                    |                                                                                                                               |                         |                          |                            |                                |                             |  |                                                 |  |
| USCIS A-Number                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               | OR                      |                          | Form I-94 Admission Number |                                | OR                          |  | Foreign Passport Number and Country of Issuance |  |
| Signature of Employee                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |                         |                          |                            | Today's Date (mm/dd/yyyy)      |                             |  |                                                 |  |

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

| Document Title 1          | List A                                                                                                           | OR | List B | AND | List C |
|---------------------------|------------------------------------------------------------------------------------------------------------------|----|--------|-----|--------|
| Issuing Authority         |                                                                                                                  |    |        |     |        |
| Document Number (if any)  |                                                                                                                  |    |        |     |        |
| Expiration Date (if any)  |                                                                                                                  |    |        |     |        |
| Document Title 2 (if any) | <b>Additional Information</b>                                                                                    |    |        |     |        |
| Issuing Authority         |                                                                                                                  |    |        |     |        |
| Document Number (if any)  |                                                                                                                  |    |        |     |        |
| Expiration Date (if any)  |                                                                                                                  |    |        |     |        |
| Document Title 3 (if any) | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |    |        |     |        |
| Issuing Authority         |                                                                                                                  |    |        |     |        |
| Document Number (if any)  |                                                                                                                  |    |        |     |        |
| Expiration Date (if any)  |                                                                                                                  |    |        |     |        |

**Certification:** I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

|                                                                          |  |                                                                            |  |                           |
|--------------------------------------------------------------------------|--|----------------------------------------------------------------------------|--|---------------------------|
| Last Name, First Name and Title of Employer or Authorized Representative |  | Signature of Employer or Authorized Representative                         |  | Today's Date (mm/dd/yyyy) |
| Employer's Business or Organization Name                                 |  | Employer's Business or Organization Address, City or Town, State, ZIP Code |  |                           |

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).**

| LIST A<br>Documents that Establish Both Identity and Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | OR | LIST B<br>Documents that Establish Identity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AND | LIST C<br>Documents that Establish Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole 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.</li> </ol> </li> </ol> </li> <li>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</li> </ol> | OR | <ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> | AND | <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security                             <p style="margin-left: 20px;">For examples, see <b>Section 7</b> and <b>Section 13</b> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol> |

### Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

|                                                                                                                                                                                                                                                                                                                                        |    |                                                                                 |  |                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul> | OR | <p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p> |  | <p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS  
(ACH CREDITS)**

**COMPANY NAME:** Ravenna Public Schools      **COMPANY ID #:** F38-6002961

I hereby authorize Ravenna Public Schools hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my \_\_\_ Checking \_\_\_ Savings account (select one) indicated below and the depository name below, hereinafter called DEPOSITORY, and to credit and/or debit the same to such account.

**BANK NAME** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TRANSIT/ABA #** \_\_\_\_\_ **ACCOUNT #** \_\_\_\_\_

**AMOUNT \$** \_\_\_\_\_ (enter specific amount) **NET PAY** \_\_\_\_\_ (Check if desired)

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

**NAME** \_\_\_\_\_ **SOC SEC #** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EMAIL (required)** \_\_\_\_\_