

## STUDENT PAYROLL ACTION FORM

Are you receiving Utah Retirement System Benefits?  No  Yes – If yes, list retirement date: \_\_\_\_\_

(Must be turned in to the HR Office by the 15<sup>th</sup> of the month to guarantee process with that month's payroll.)

<p><b>STUDENT or WORK-STUDY EMPLOYEES</b>  <b>READ CAREFULLY BEFORE FILLING OUT AND SIGNING:</b></p> <p>It is your responsibility to let your supervisor know if you have more than one job on campus. This is very important as it can affect how many hours you are allowed to work.</p> <p>Students are temporary staff employees who work less than 75% time for the college. Student employees are considered at-will and may be released from employment at any time.</p> <p><b>Student employees</b> do not have the grievance process available to them regarding lawful termination.</p> <p>I understand what I have read above.</p> <p>_____</p> <p><b>Employee's Signature:</b> _____ <b>Date</b> _____</p>
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E m p l o y e e	Name:		Badger ID#:		0	0							
	Permanent Home Address - <input type="checkbox"/> - Check if new address, as this can affect your W2. If during your employment your address changes, please let the Human Resource Office know.												
	Street or PO Box				City				State		Zip		
	Email Address:												
	Phone – Local (at Snow College):						Gender: F M			Birthdate:			
	FILL OUT W-4 INFORMATION ON THE BACK OF THIS FORM. If it is not on the back of this form, please fill out a W-4 available in the Human Resource Office or online. If you do not fill out the W-4 form it goes in as SINGLE with ZERO EXEMPTIONS. This form is for both Federal and State taxes												
	List any relatives who work at Snow College and their relationship to you:												
	OPTIONAL Ethnic Choice, Veteran Choice and Citizenship: <i>Circle the one that applies to you:</i> <b>ETHNIC CHOICE:</b> Asian; Black Non-Hispanic; Hispanic; American Indian/Alaskan Native; Native Hawaii/Pacific Island; Unspecified; White Non-Hispanic <b>VETERAN CHOICE:</b> Protected Veteran Only; Vietnam Veteran Only; Both Vietnam/Other Protected; Not Applicable <b>CITIZENSHIP:</b> US Citizen; Non-Resident Alien; Resident Alien/Non-Citizen												

S U P P E R V I S O R	Account Number:		<b>Student must be taking at least 6 credits to be considered a student.</b>									
	Job Title:											
	Actual Start Date or Change Date:				End Date:				Hourly, Work Study (circle one)			
	Time Card Hourly Rate of Pay:											
Supervisor's Signature _____ Date _____												Office Use Only: Date Entered in Computer _____ by _____
Supervisor – Please Print Name _____												Position#: _____ ID#: _____
Name of Web Time Entry Approver (If different from supervisor). Please Print _____												ORGN _____ ACCT _____
												ORGN Code of Approver _____

# 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.**

**2021**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ <b>Does your name match the name on your social security card?</b> 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"/> <b>Single</b> or <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying widow(er)</b> <input type="checkbox"/> <b>Head of household</b> (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, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**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); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**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:</b> <b>Claim Dependents</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____		
	Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____		
	Add the amounts above and enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4 (optional):</b> <b>Other 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:</b> <b>Sign 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 Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)