Activity 22-2

Employment Forms

Once you accept a job, there are many forms your new employer will require you to complete. Some forms are related to benefits and insurance. Others are associated with payroll, taxes, and required employer filings.

1. Go to the website of the US Internal Revenue Service: www.irs.gov

2. Download the Form W-4 Employee’s Withholding Allowance Certificate. Print a copy of the form to use for this activity.

3. Complete the Form W-4 as a practice exercise. Use blue or black ink and your best handwriting. The form must be neat, clean, and error free. However, do not fill in the social security information. This should only be completed when you are ready to submit the form to the employer.

4. Go to the website of US Citizenship and Immigration Services: www.uscis.gov

5. Download the Form I-9 Employment Eligibility Verification Print a copy of the form to use for this activity.

6. Complete the Form I-9 as a practice exercise. Review the acceptable forms of identification and record which documents you have in your possession that can be provided to an employer.

<<Place Answer Here>>

Save your Word document as *FirstnameLastname*\_Activity22-2.docx (i.e., JohnSmith\_ Activity22-2.docx).