Chapter 11

Activity SS11-4 Employment Forms

**Directions:** Follow the directions as listed below and complete a practice Form W-4 and Form I-9. For privacy concerns, do not fill in your Social Security number.

Form W-4 Employee’s Withholding Allowance Certificate

Download the Form W-4 Employee’s Withholding Allowance Certificate from the US Internal Revenue Service website at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. You may complete the form using the interactive form fields in the PDF, or you can print a copy of the form and complete by hand. If completing by hand, use blue or black ink and your best handwriting. The form must be neat, clean, and error free. Do not enter your Social Security number. This should only be completed when you are ready to submit the form to the employer.

Form I-9 Employment Eligibility Verification

Download the Form I-9 Employment Eligibility Verification from the US Citizen and Immigration Services website at <https://www.uscis.gov/i-9>. Print a copy of this form and complete the information. Next, review the acceptable forms of identification. Record which documents you have in your possession that you will provide to your new employer. Does your eligibility come from List A, List B, List C, or a combination of the lists?