Chapter 22

Activity 22-5 Completing Employment Forms

**Directions:** Complete the following forms as practice exercise. When they are complete, print the forms and turn them in to your instructor. Do not use your Social Security number. Use 123-45-6789 instead.

1. Download the Form W-4 Employee's Withholding Allowance Certificate from the US Internal Revenue Service website at www.irs.gov. Print a copy of the form to use for this activity.

2. Complete the form 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.

3. Download the Form I-9 Employment Eligibility Verification from the US Citizen and Immigration Services website at www.uscis.gov. Print a copy of this form.

4. Complete the form as a practice exercise.

5. 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?

<<Place Answer Here>>

6. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your document *FirstnameLastname*\_Activity22-05.docx (i.e., JohnSmith\_Activity22-05.docx).