



NEW HIRE INFORMATION FORM

PERSONAL INFORMATION

First Name _____ Middle Name _____
Last Name _____ Date of Birth _____ Over 18? Yes No
Primary Phone _____ Alternate Phone _____
Email _____
Address _____
City _____ State _____ Zip Code _____
Social Security Number _____ Gender _____
Marital Status _____
Emergency Contact Name _____
Relationship _____ Emergency Contact Phone _____

COMPANY INFORMATION

Date of Hire _____
Store Name _____ STATUS: FULL TIME PART TIME
Primary Job Title _____ Primary Job Payrate _____
Recruiting Source: Craigslist Job Fair Indeed Ziprecruiter
Walk - In Referral Company Website
Other (explain) : _____

TALENT KNOWS TALENT REFERRAL PROGRAM

Referring Employee: _____ Referring Employee's Home Store: _____

Employee's Withholding Certificate**2020**

- ▶ **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.**

**Step 1:
Enter
Personal
Information**

(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 www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <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, when to use the online estimator, 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 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 2020 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.)

**Step 3:
Claim
Dependents**

If your 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 **3** \$ _____

**Step 4
(optional):
Other
Adjustments**

(a) **Other income (not from jobs).** 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 **4(a)** \$ _____

(b) **Deductions.** 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 **4(b)** \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . **4(c)** \$ _____

**Step 5:
Sign
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

**Employers
Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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General Instructions

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.

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.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), 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 2020 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 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. 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 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.

If you (and your spouse) have a total of only two jobs, you may instead 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 roughly 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. Step 3 of Form W-4 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. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. 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 2020 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.

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 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income **1** \$ _____
- 2** Enter: $\left\{ \begin{array}{l} \bullet \$24,800 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,650 \text{ if you're head of household} \\ \bullet \$12,400 \text{ if you're single or married filing separately} \end{array} \right\}$ **2** \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1. 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 Schedule 1 (Form 1040 or 1040-SR)). 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 possessions 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 Widow(er)

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	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

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	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

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	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (<i>See instructions</i>)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (<i>See instructions</i>) <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i> 1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____
QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

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

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

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

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)		First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---



Input I-9 Documentation copies here

Pre-Screening Notice and Certification Request for the Work Opportunity Credit

OMB No. 1545-1500

► Information about Form 8850 and its separate instructions is at www.irs.gov/form8850.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name _____ Social security number ► _____

Street address where you live _____

City or town, state, and ZIP code _____

County _____ Telephone number _____

If you are under age 40, enter your date of birth (month, day, year) _____

- 1 ☐ Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
- 2 ☐ Check here if **any** of the following statements apply to you.
- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
 - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
 - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
 - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
 - a. Received SNAP benefits (food stamps) for the past 6 months; **or**
 - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
 - During the past year, I was convicted of a felony or released from prison for a felony.
 - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
 - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
- 3 ☐ Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 4 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
- 5 ☐ Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
- 6 ☐ Check here if you are a member of a family that:
- Received TANF payments for at least the past 18 months; **or**
 - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; **or**
 - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.
- 7 ☐ Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ►

Date

Employment History Bureau WOTC Questionnaire**Company: Que Bueno! LLC****Location: Colorado**

As an employer we participate in the Work Opportunity Tax Credit (WOTC) program, and various State Tax Credit Programs. Please help us by completing the following questionnaire to determine your eligibility for these programs.

Please complete all questions. Your answers will be kept strictly confidential and WILL NOT influence your employment with us, affect your personal taxes, or any government assistance you or your family may be receiving.

First Name (please print)		Last Name		Social Security #	
Date of Birth	Home Zip Code & County		Start Date	Hourly Rate	Job Position
<input type="checkbox"/> Check if you have worked for this company before? If yes, when ____/____/____			Driver's License #	State Issued	

Yes No Not Sure

- ☐ ☐ ☐ 1. Have you received unemployment compensation in the last year? If yes, beginning _____ ending _____
- ☐ ☐ ☐ 2. Have you **OR** any member of your household received Food Stamps (SNAP) or Medicaid in the last 2 years?
- ☐ ☐ ☐ 3. Have you **OR** any member of your household received TANF, AFDC, Welfare or any government assistance in the last 3 years, including Medicaid?
- ☐ ☐ ☐ 4. Are you currently in **OR** have you ever been in a Vocational Rehabilitation program?
- ☐ ☐ ☐ 5. Are you a veteran of the United States Military? Military Service # _____
 Branch of Service: _____ Enlisted Date: _____ Discharge Date: _____
- ☐ ☐ ☐ 6. Are you a veteran who has been unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the last year?
- ☐ ☐ ☐ 7. Are you a veteran who has been unemployed for a period or periods totaling at least 6 months in the last year?
- ☐ ☐ ☐ 8. Are you entitled to compensation for a service-connected disability and discharged or released from active duty in the last year?

If you answered "Yes" or "Not Sure" to any of the questions above please complete the following.

Full Name of Primary Recipient	Relationship to You	S.S. # of Primary Recipient	
Agency Name	City / State Benefits Received	Caseworker's or Counselor's Name (circle one)	
Agency Address, City, State, Zip Code	Agency Phone Number ()	Date Benefits Began	Date Benefits Ended

Yes No Not Sure

- ☐ ☐ ☐ 9. Have you received Supplemental Security Income-SSI (not retirement or Survivor benefits) at any time in the last 3 months?
 City & State where benefits were received _____

Yes No Not Sure

- ☐ ☐ ☐ 10. Have you been convicted of a felony **OR** released from prison for a felony conviction in the last 12 months?

If the answer is "Yes" or "Not Sure" please complete the following.

State ____ or Federal ____ Conviction?	Parole or Probation Officer's Name & Address (Circle one)	Parole or Probation Officer's Phone Number ()	
City & County of Conviction / Incarceration	State	Date Convicted	Date Released

IMPORTANT-PLEASE READ, SIGN AND DATE

I hereby authorize the Dept. of Social Services, Social Security Administration for Supplemental Security Income, Military Records, Vocational Rehabilitation, Veterans Administration, or Dept. of Corrections to provide the verification or information requested by Employment History Bureau (EHB) or State Workforce Agencies (SWA) and release the information to those entities as requested. This information will be used for the sole purpose of determining my eligibility for Federal and State Tax Credits, including the Work Opportunity Tax Credit Program. If my employer or EHB determines in its discretion, based on any such information or documents, that any statement on my IRS Form 8850 is in error, I hereby authorize my employer or EHB to correct any such errors or omissions and to submit the IRS Form 8850. Under penalties of perjury, I declare that the above information is true and correct to the best of my knowledge.

Signature: _____

Date: _____



CODE OF CONDUCT

As a Company, we must work together to create a pleasant and desirable environment for all our Team Members and Guests. Please remember that the rules we have exist to protect your rights and the rights of others, and the interests and safety of all Team Members and Guests. We expect our Team Members to follow these rules of conduct in order to promote a positive and productive workplace environment and provide our Guests with amazing and remarkable experiences.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but those listed below are examples of conduct that may result in disciplinary action, up to and including termination of employment. This Code of Conduct is meant to provide our Team Members with a quick reference of the policies and procedures outlined in the Que Bueno! LLC Team Member Handbook. For a full explanation of any of the following rules of conduct, please reference your Team Member Handbook.

GROSS MISCONDUCT

The Company considered the following violations Gross Misconduct, and due to their severity, the employee may be subject to dismissal.

1. Discrimination or harassment against a guest or fellow employee because of race, color, creed, sex, national origin, or handicap.
2. Falsifying company records or information.
3. Gossiping/harmful rumors which may cause embarrassment, humiliation or is considered slanderous to a person's reputation.
4. Falsely "clocking in" or "out" on the time system or allowing another employee to clock you "in" or "out."
5. Not reporting to work as scheduled and failing to notify the Manager on duty prior to your shift.
6. Theft or Dishonesty.
7. Walking off the job or job abandonment (no call/unexcused absence).
8. Fighting, intimidating, or threatening customers or co-workers.
9. Immoral and/or illegal conduct on the job.
10. Use, possession, solicitation or distribution of illegal drugs, drug paraphernalia or alcoholic beverages on Company property.
11. Coming to work or working under the influence of an illegal drug, alcoholic beverage or in an intoxicated condition.
12. Arrest and conviction of a felony offense.
13. Disclosing or careless handling of confidential Company information and/or client's assets.
14. Possession of firearms, knives, or other weapons on Company property.
15. Reporting absent in order to work another job or giving false reason for absence.
16. Removal of Company property from the premises without prior authorization.
17. Deliberately abusing, damaging, or defacing Company property.
18. Refusal to follow instructions.
19. Not qualified for current position within the orientation period.
20. Inability to perform job duties.
21. Unexcused absence.
22. Delivering of food and/or drinks to guests without ringing in the order prior to delivery or immediately after delivery.
23. Work Authorization invalid (I-9).
24. Excessive warnings-written (three infractions in six months).
25. Using another employee or manager code on the register to make an un-authorized transaction.
26. Profanity or unprofessional language or complaining in earshot of guests including discussion of gratuity.
27. Falsifying accident reports or workman's compensation claims.

OTHER OFFENSES

These violations are considered cause for a corrective interview, whereby the employee will receive a form of written, verbal or suspension notice to correct such conduct. The Company will consider severity and frequency before dismissal.

1. Excessive unexcused tardiness (more than three times in two months).
2. Failure to meet job description requirements and deadlines.
3. Failure to report defective equipment or safety hazards.
4. Parking in unauthorized areas.
5. Failure to meet the Company dress code policies and/or personal appearance/hygiene standards.
6. Use of unauthorized store exits and entrances.
7. Causing bodily injury to another employee or yourself, resulting in lost time, due to a violation of Company safety rule or normal safety procedures.
8. Failure to report an injury or accident immediately.
9. Loafing.
10. Sleeping on the job.
11. Excessive unexcused absenteeism (more than three times in two months).
12. Violations of Company policies and procedures as outlined in the Team Member Handbook or by note or memo.
13. Smoking or eating while on the clock without Management's permission.
14. Using a cell phone or Company phone while on shift.
15. Leaving the property while clocked in for a shift without Management's permission.
16. Walking into "Employee Only" areas while not scheduled or after clocking out.
17. Removal or altering Company notes or schedules or altering of aforementioned.
18. Violation of the Company social media policy.

THEFT

Theft in any form will not be tolerated.

RUDE & OFFENSIVE BEHAVIOR

We expect all our Team Members to treat guests and fellow Team Members with courtesy and respect. We can justifiably expect the same in return. However, if a situation occurs whereby you are having a problem with a disorderly or rude guest, report it at once to a Manager. Similarly, if you are having a problem with rudeness or discourtesy from another Team Member, immediately walk away from any possible confrontation and find a Manager.

DRUGS AND ALCOHOL

Drinking any alcoholic beverage while on duty is forbidden, and along with reporting for work intoxicated, will result in your immediate dismissal. You should also not drink any beverage, alcoholic or not, while in view of the guest. In addition, the use of drugs, in any form, are forbidden in the workplace. Reporting for work under the influence of drugs or alcohol will result in dismissal and possible prosecution.

TARDINESS

It is the responsibility of the employee to be at work according to his/her assigned work schedule. If you find you are going to be late for your scheduled shift, you must immediately take the time to call the Manager on Duty. However, this will not automatically excuse your tardiness.



EMPLOYEE RESOURCES WEBPAGE GUIDE

We are delighted you have chosen to join Que Bueno! LLC.

In an effort to always provide the most updated and accurate information to all of our employees concerning policies, procedures and other relevant company information, we have put together Que Bueno! LLC Employee Resource Webpage.

Here you will find:

- The most current version of our Team Member Handbook
- Health Insurance Information
- Change of Personal Information Form
- Important Company Wide Communication and Notices
and many other useful resources!

TO ACCESS THE QUE BUENO! LLC EMPLOYEE RESOURCE PAGE PLEASE VISIT:

www.missionyogurt.net

Click on the Employee Resources Tab

Password for all employee pages and documents: employee2



Team Member Handbook Acknowledgement

I acknowledge that I have thoroughly reviewed a copy of the Que Bueno! LLC ("Company") Team Member Handbook and that I have read and understand its contents. I understand the statements contained in Handbook do not create any contractual or other legal obligations. I also understand that the Company may modify or rescind any policy, benefit or practice at any time without prior notice.

I further understand that my employment is at will and may be terminated by me or the Company with or without cause and without prior notice. Any contract or covenant to terminate employment only for cause may be made only in writing signed by the President of the Company. Absent a written contract, this paragraph contains the entire understanding of the Company and me with respect to my employment by the Company. Any contrary terms or covenants, express or implied are null and void.

I have read the Que Bueno! LLC Code of Conduct and fully understand and consent to the policy.

Code of Conduct

As a Company, we must work together to create a pleasant and desirable environment for all our Team Members and Guests. Please remember that the rules we have exist to protect your rights and the rights of others, and the interests and safety of all Team Members and Guests. We expect our Team Members to follow these rules of conduct in order to promote a positive and productive workplace environment and provide our Guests with amazing and remarkable experiences.

This Code of Conduct is meant to provide our Team Members with a quick reference of the policies and procedures outlined in the Que Bueno! LLC Team Member Handbook.

Additional

7/19/17- Designated Medical Providers for Work -Related Injuries and Illnesses

Acknowledgement of Employee Responsibilities in the Event of an on-the-job injury

Acknowledgement of the Drug and Alcohol Testing Policy

Footwear Policy

Sexual and Romantic Relationships in the workplace.

I have read and understand the policies

Team Member Printed Name: _____

Team Member Signature: _____ Date: _____

Hiring Manager Name: _____

Signature of Hiring Manager: _____ Date: _____



Benefits Waiver Form

(complete this form **ONLY** if you are waiving insurance)

You are eligible for benefits the first of the month following 60 days of employment.

I acknowledge that I have been offered the opportunity to purchase health/dental/vision/life insurance from Que Bueno! LLC provided by Cigna. I have chosen to:

☒ Waive my coverage

Full Name Printed: _____

Signature: _____

Date: _____

Store: _____

If my insurance circumstances change after I have completed this waiver form it is my responsibility to contact Human Resources at the Corporate Office at 303.252.7500.

Rights to Coverage:

If you choose to decline enrollment for yourself or dependents (including spouse) because of other health care coverage, you may enroll yourself, or your dependents in any one of Que Bueno! LLC's plans prior to open enrollment period, July 1st, prior to open enrollment period (under certain circumstances contact Human Resources). To do this, you must have involuntarily lost your other coverage and Que Bueno! LLC must receive your enrollment application within 10 days after your other coverage ended. Additionally, if you have new dependents as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and dependents. This is providing we receive your completed enrollment application within 30 days after the event.

Wants to enroll:

If you wish to enroll/review the benefits that Que Bueno! LLC offers and have not signed this waiver you will be contacted prior to becoming eligible.



Availability and Attendance Form

Team Member Name _____ Date Submitted _____
Primary Phone _____ Email Address _____ Store _____

CONFIRMED AVAILABILITY

Please use the following form to write in the times you are available to work throughout the week. Please be specific as possible. For instance, you may be available in the morning & then later in the evening on the same day. If you are available for the entire shift write "open." All full time hourly staff are allowed 40 hours max and part time hourly staff are allowed 30 hours max.

Monday: Earliest Start Time _____ Maximum Closing Time _____
Tuesday: Earliest Start Time _____ Maximum Closing Time _____
Wednesday: Earliest Start Time _____ Maximum Closing Time _____
Thursday: Earliest Start Time _____ Maximum Closing Time _____
Friday: Earliest Start Time _____ Maximum Closing Time _____
Saturday: Earliest Start Time _____ Maximum Closing Time _____
Sunday: Earliest Start Time _____ Maximum Closing Time _____

CONFIRMED UNAVAILABILITY

Please use the following form to specify any times that you are unavailable to work throughout the week. Please be specific and list the actual hours that you will not be available and a valid reason why. For instance: 3-5pm on Mondays *reason:* "class"

Monday: _____ *reason:* _____
Tuesday: _____ *reason:* _____
Wednesday: _____ *reason:* _____
Thursday: _____ *reason:* _____
Friday: _____ *reason:* _____
Saturday: _____ *reason:* _____
Sunday: _____ *reason:* _____

- This availability form should accurately reflect when the employee is available to work. Weekly schedules are produced based on the information provided on this form.
- Part-Time Employees must be available to be scheduled for a minimum of 20 hours per week and a maximum of 30 hours per week. Full Time Employees must be available to be scheduled for a minimum of 30 hours per week and a maximum of 40 hours per week.
- Employees may increase their availability at any time but it does not guarantee movement to full time status if previously classified as part-time.
- Availability may not be decreased or changed within the first four months of employment unless employee is a student and a semester begins/ends. In such a case, the employee will be required to submit a copy of their class schedule.
- **After four months changes to availability may be requested, however, all availabilities are subject to approval. Your current availability stays in effect if a new availability is not approved. Approval is based on the needs of the company in order to meet shift requirements.** If requested changes to availability do not fall within the parameters of the company's needs, the employee may not qualify for continued employment.
- Que Bueno! LLC will make every effort to accommodate employee preferences, but preferences are never guaranteed and employees are required to work their shifts as scheduled.
- All Requests for time off and vacation days must be made with Store Management and within store's specific policies.
- No Call, No Shows are considered abandonment of position and subject to immediate termination.
- You are required to disclose if you have a secondary employment, especially if it conflicts with your position with this company, which could make you ineligible for continued employment.

I understand my work schedule will be based on the days and times that I have indicated above. I also understand and agree to all the availability policies listed above.

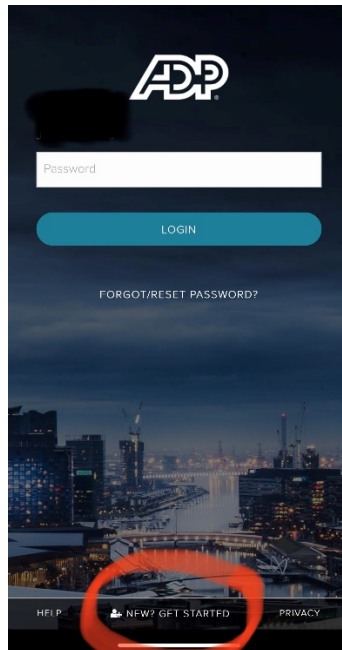
Team Member Signature _____ Date _____

Manager Signature _____ Date _____ Approved: YES NO

Employee Status: Full Time - Part Time - Exempt

ADP MOBILE APP INSTRUCTIONS

- Download the ADP Mobile App (APPLE or ANDROID)
- NEW? GET STARTED at the bottom of the page in **RED**



- Registration code: missionyog-1111
- Enter First and Last name exactly as it appears on your check
- Enter last four digits of your SS number
- Enter birthday
- Follow the prompts to setup
- When you are logged in, you will be able to see:
 - Past pay statements
 - W2's
 - Direct Deposit
 - And change withholdings



WAGE PAYMENT ELECTION AND CONSENT FORM

EMPLOYEE INFORMATION *(print and complete all fields)*

First Name	Middle Initial	Last Name	
Date of Birth (mm/dd/yyyy)	Social Security Number (XXX-XX-XXXX)		Employee ID
Residential Address <small>(PO Box is not allowed if electing ALINE Card as wage payment method)</small>			Apt # (if applicable)
City		State	Zip Code
Home Phone (xxx) xxx-xxxx	Mobile Phone (xxx) xxx-xxxx	Email Address	

WAGE PAYMENT SELECTION

☐ **DIRECTDEPOSIT** *(Indicate amount of deposit to each account type and provide account number)*

Direct Deposit #1 \$ _____ Direct Deposit #2 \$ _____ Direct Deposit #3 \$ _____

☐ Checking ☐ Savings

☐ Checking ☐ Savings

☐ Checking ☐ Savings

Bank

Bank

Bank

Routing
#

Routing #

Routing #

Account
#

Account #

Account
#

☐ **ALINE Card** *(indicate amount of deposit)*

You must check one box:

☐ **Full Deposit:** I want to receive 100% of my full net pay on my ALINE Card every payday

☐ **Partial Deposit:** I want to receive \$ _____ of my full net pay on my ALINE Card every payday

I confirm my authorization to be paid through the ALINE Card is fully voluntary. I acknowledge I have received and read the ALINE Card Fee Schedule, Cardholder Agreement, and Privacy Notice. I understand that in order to use the ALINE Card, I will need to accept and agree to the Cardholder Agreement and to pay the fees as indicated on the Fee Schedule by activating my ALINE Card. By electing ALINE Card as my wage payment choice, I am consenting to provide my personal information to ADP to enroll in and request an ALINE Card. **IMPORTANT INFORMATION ABOUT APPLYING FOR A NEW PREPAID CARD ACCOUNT** - To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person

who opens an account. What this means for you: When you open a Prepaid Card account, ADP may require your name, address, date of birth, Social Security number, tax identification number and other information that will allow ADP to identify you. ADP may also ask to see your driver's license or other identifying documents. You will not be subject to a credit check.

CONSENT TO DEPOSIT WAGES

I authorize my employer (or its payroll service provider) to initiate credit entries each pay date to deposit my pay (either net or a portion thereof) into the checking, savings or ALINE Card account selected in this election and consent (the "Account"). If funds to which I am not entitled are deposited to my Account, I authorize my employer (or its payroll service provider), to initiate any action to reverse or correct an erroneous credit entry to my Account and to direct the bank to return said funds to my employer (either directly or through its payroll service provider), to the extent permitted by applicable law. I will review my pay statement to ensure that my wages are being deposited correctly into my Account each payroll period. I understand that I can change my election at any time by contacting my employer and that this authorization replaces any previous authorizations and will remain in full force and effect until my employer (or its payroll service provider) has received written notification from me of its termination and my employer (or its payroll service provider) and the bank has had a reasonable opportunity to act on said termination.

Employee Signature

Date

Return this completed application form to your manager (IF CHOOSING DIRECT DEPOSIT, YOU MUST INCLUDE A VOIDED CHECK TO EXPEDITE AND VERIFY ACCOUNT INFORMATION!!!!!!) to turn in to HR/Payroll Department.

