

# Employee Packet

(keep this folder for your records)



## You will need to complete the following steps in order to hire an employee:

- Interview applicants and decide who you think would be the best fit for your particular needs.
- Get approval from your support coordinator for a rate of pay for the applicant(s).
- Have the person you decide to hire complete and send the following to Acumen:
  - Employee Rate Form
  - I-9 Employment Eligibility Verification
    - Your employee fills out **Section I**.
    - As the Employer, you fill out **Section II**. Employers must enter the date the employee began or will begin work for pay on the I-9. If the actual date of hire (first date of providing services for pay) for the employee changes from the date entered, it is the employer's responsibility to correct and re-submit the form to Acumen within three days of the actual date of hire.
    - To review Frequently Asked Questions about Form I-9, please visit [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com), choose your state, and then locate your program.
  - W-4 Employee's Withholding Allowance Certificate
  - G-4 State of Georgia Employee's Withholding Allowance Certificate
  - Pay Selection Options for Employees (*send voided check or bank letter for direct deposit*)
  - Physical Demands Acknowledgement Form
  - Application for Tax Exemptions Form (optional)

## State Requirements:

- Employee Agreement
- CPR Certification Card
- First Aid Certification Card
- Pre-Employment Profile (background check form)
- Important Disclosure (background check form)
- HR Profile Arbitration Agreement
- Workers Comp Report Form

Your employee must clear a background check prior to working in this program. Acumen will notify you, the employer, when this process has been completed and your employee can begin working. Acumen is not authorized to process payments to your employees that do not meet this requirement. Acumen will pay for up to 5 background checks per year.

Fax or mail completed forms to Acumen. Acumen will notify you when your employee can begin working. Do not allow any work to be performed prior to this notification. It will take approximately 5-7 business days before an applicant is clear for hire. However, it could take longer due to the background check process. Please allow two weeks before scheduling your employee's first day of work to be sure all federal and state clearances have been received.

Examples of completed forms can be found in the back of this packet. Although you may photocopy blank forms for future employees, Acumen recommends that you download the forms from our website to ensure that you have the most current versions. You may contact our Customer Service Center to be sure you have the most up-to-date forms or to request copies be sent to you.

## **Employee State and Local Tax Withholding**

Georgia state and local income tax will be withheld from all employees' pay based on state and local income tax withholding guidelines. Employees who live in another state may be required to file and pay state withholding tax in Georgia and the state in which they live. Individuals in this situation should consult a tax advisor with any concerns they may have about their state tax liability.

## **Employee Changes and Termination**

Complete the Employee Change Form if an employee changes his or her name or address. Complete the Termination Form when an employee no longer works for you. These changes should be reported to Acumen as soon as possible. Email, fax or mail completed forms to Acumen.

## **Employee Files**

Acumen recommends that you always make a copy of any forms you submit and that you keep these copies in a safe place, as they contain sensitive and personal information. We recommend that you also maintain a current and accurate file on each employee hired. This file should contain all employee documentation, including but not limited to the following: W-4, G-4, I-9, and copies of completed timesheets.

## **Confidentiality and Protection of Records**

Employees must not disclose or knowingly permit the disclosure of any information concerning the participant, the employer, or his/her family to any unauthorized person.

## **Medicaid Fraud**

Medicaid fraud is committed when an EMPLOYER or EMPLOYEE is untruthful regarding services provided in order to obtain improper payment. The Medicaid Fraud Unit investigates and prosecutes people who commit fraud. Medicaid fraud is a felony, and conviction can lead to substantial penalties. Additionally, individuals convicted of Medicaid fraud can be excluded from any employment with a program or facility receiving Medicaid funding.

Examples of Medicaid Fraud include:

- Signing or submitting a timesheet for services that were not actually provided.
- Signing or submitting a timesheet for services provided by a different person.
- Signing or submitting a timesheet for services that were reimbursed by another source.
- Signing or submitting a duplicate timesheet for reimbursement from the same source.

As required by the State of Georgia, suspected cases of fraud will be referred to the state for further investigation and possible prosecution.

To view Acumen's False Claims Policy – Fraud Protocol for the State of Georgia, go to <https://www.acumenfiscalagent.com/state/georgia/> or go to [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com) and go to our Resources page.





# Acumen Fiscal Agent

Innovation • Opportunity • Freedom

**Acumen Fiscal Agent, LLC.**

5416 E Baseline Rd., Suite 200

Mesa, AZ 85206

Toll-Free Phone: (877) 634-6530

Toll-Free Fax: (866) 211-6496

TTY: (888) 853-0010

[enrollment@acumen2.net](mailto:enrollment@acumen2.net)

[www.acumenfiscalagent.com](http://www.acumenfiscalagent.com)



## GEORGIA ICWP Program Employee Rate Form

To ensure proper payment, please provide Acumen with the following information so the employee is paid the correct rate for the service provided. Rate change forms must be received by Acumen two weeks prior to the pay period start date for which the rate is to take effect. **If a two week notice is not provided, the form will not be processed.**

Employee Name (please print): \_\_\_\_\_

Employee Social Security Number (last 4 digits): \_\_\_\_\_

**Service Code: PSS** (Personal Support Services)      **Rate per Hour: \$** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

\*rate changes cannot be retroactive

Participant Name (please print): \_\_\_\_\_

\_\_\_\_\_  
Participant or Representative Signature

\_\_\_\_\_  
Date

- Please complete this form for each new employee **and** each time you would like to change your employees' pay rate.
- This form **must be received by Acumen two weeks prior to the pay period start date** for which the rate is to take effect. If two week notice is not provided, the form will not be processed.
- Refer to the Pay Schedule\* to see pay period dates.
- Please consult the Show Me the Money\* form for rate information.

Email: [Enrollment@acumen2.net](mailto:Enrollment@acumen2.net)

Fax: 1-866-211-6496

Mail: Acumen Fiscal Agent, LLC  
5416 E Baseline Rd., Suite 200  
Mesa, Arizona 85206

*\*Forms can be found at [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com), click on "Participant Employers" then locate your state and program in Georgia.*



# Employment Eligibility Verification

## Department of Homeland Security

### U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No.1615-0047  
Expires 05/31/2027

**START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).**

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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 (if any)   | Other Last Names Used (if any) |   |
| Address (Street Number and Name)   |                             |   | Apt. Number (if any)       | City or Town              |                                | State<br>ZIP Code                               |
| Date of Birth (mm/dd/yyyy)   | U.S. Social Security Number |   | Employee's Email Address   |                           |                                | Employee's Telephone Number                     |
| <p><b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b></p> |                             | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): |                            |                           |                                |   |
|  |                             | <input type="checkbox"/> 1. A citizen of the United States  |                            |                           |                                |   |
|  |                             | <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)                                    |                            |                           |                                |   |
|  |                             | <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)  |                            |                           |                                |   |
| <input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any)  |                             |   |                            |                           |                                |   |
| If you check <b>Item Number 4.</b> , enter one of these:   |                             |   |                            |                           |                                |   |
| USCIS A-Number   |                             | OR  | Form I-94 Admission Number |                           | OR                             | Foreign Passport Number and Country of Issuance |
| Signature of Employee  |                             |   |                            | Today's Date (mm/dd/yyyy) |                                |   |

**If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.**

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

|  | List A  | OR | List B   | AND | List C                                |
|--|---|----|--|-----|---------------------------------------|
| Document Title 1   |   |    |  |     |                                       |
| Issuing Authority  |   |    |  |     |                                       |
| Document Number (if any)   |   |    |  |     |                                       |
| Expiration Date (if any)   |   |    |  |     |                                       |
| Document Title 2 (if any)  | <p><b>Additional Information</b></p>  |    |  |     |                                       |
| Issuing Authority  |   |    |  |     |                                       |
| Document Number (if any)   |   |    |  |     |                                       |
| Expiration Date (if any)   |   |    |  |     |                                       |
| Document Title 3 (if any)  | <p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p> |    |  |     |                                       |
| Issuing Authority  |   |    |  |     |                                       |
| Document Number (if any)   |   |    |  |     |                                       |
| Expiration Date (if any)   |   |    |  |     |                                       |
| <p><b>Certification:</b> I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.</p> |   |    |  |     | First Day of Employment (mm/dd/yyyy): |
| Last Name, First Name and Title of Employer or Authorized Representative   |   |    | Signature of Employer or Authorized Representative                         |     | Today's Date (mm/dd/yyyy)             |
| Employer's Business or Organization Name   |   |    | Employer's Business or Organization Address, City or Town, State, ZIP Code |     |                                       |

**For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.**

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

| LIST A<br>Documents that Establish Both Identity and Employment Authorization   | OR | LIST B<br>Documents that Establish Identity   | AND | LIST C<br>Documents that Establish Employment Authorization   |
|---|----|---|-----|---|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol> | OR | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> | AND | <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol> |
| <p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>  |    |   |     |   |
| <ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>  | OR | <p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>   | AND | <p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>   |

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



# Supplement A, Preparer and/or Translator Certification for Section 1

**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
**Supplement A**  
OMB No. 1615-0047  
Expires 05/31/2027

|  |  |   |
|--|--|---|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|--|--|---|

**Instructions:** This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

**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       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**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       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**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       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |

**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       |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) | City or Town                     | State                      | ZIP Code                         |





# Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
**Supplement B**  
OMB No. 1615-0047  
Expires 05/31/2027

|  |  |   |
|--|--|---|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|--|--|---|

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

|   |                                   |                         |                |
|---|-----------------------------------|-------------------------|----------------|
| Date of Rehire ( <i>if applicable</i> ) | New Name ( <i>if applicable</i> ) |                         |                |
| Date ( <i>mm/dd/yyyy</i> )              | Last Name (Family Name)           | First Name (Given Name) | Middle Initial |

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

|                |                          |  |
|----------------|--------------------------|--|
| Document Title | Document Number (if any) | Expiration Date (if any) ( <i>mm/dd/yyyy</i> ) |
|----------------|--------------------------|--|

**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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

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

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

|   |                                   |                         |                |
|---|-----------------------------------|-------------------------|----------------|
| Date of Rehire ( <i>if applicable</i> ) | New Name ( <i>if applicable</i> ) |                         |                |
| Date ( <i>mm/dd/yyyy</i> )              | Last Name (Family Name)           | First Name (Given Name) | Middle Initial |

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

|                |                          |  |
|----------------|--------------------------|--|
| Document Title | Document Number (if any) | Expiration Date (if any) ( <i>mm/dd/yyyy</i> ) |
|----------------|--------------------------|--|

**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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

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

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

|   |                                   |                         |                |
|---|-----------------------------------|-------------------------|----------------|
| Date of Rehire ( <i>if applicable</i> ) | New Name ( <i>if applicable</i> ) |                         |                |
| Date ( <i>mm/dd/yyyy</i> )              | Last Name (Family Name)           | First Name (Given Name) | Middle Initial |

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

|                |                          |  |
|----------------|--------------------------|--|
| Document Title | Document Number (if any) | Expiration Date (if any) ( <i>mm/dd/yyyy</i> ) |
|----------------|--------------------------|--|

**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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

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

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

# Employee's Withholding Certificate

Department of the Treasury  
Internal Revenue Service

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.

# 2025

### Step 1:

#### Enter Personal Information

Physical Address Required (No P.O. Box)

|   |           |   |
|---|-----------|---|
| (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 <a href="http://www.ssa.gov">www.ssa.gov</a> . |
| City or town, state, and ZIP code   |           |   |
| (c) <input type="checkbox"/> Single or Married filing separately  |           |   |
| <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse  |           |   |
| <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.) |           |   |

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

### 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 the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

If applicable -->

**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 Dependent and Other Credits

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 for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .

**3** \$

Required field even if "0".  
↓

### Step 4 (optional):

#### Other Adjustments

Optional. Please refer to the instructions.

(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)** \$

If filing exempt, leave Steps 2, 3 & 4 blank. Write EXEMPT here -->

### 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) |
|-----------------------------|--------------------------|--------------------------------------|

Employer Name Here →

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### 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](http://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, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 **and** you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), 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 2025 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 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

**Your privacy.** Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

**TIP:** Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

**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](http://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. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may 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 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.** This step 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. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. 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 2025 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. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

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
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
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
c Add the amounts from lines 2a and 2b and enter the result on line 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.
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)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2025 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$30,000 if you're married filing jointly or a qualifying surviving spouse; \$22,500 if you're head of household; \$15,000 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

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 territories 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 Surviving Spouse**

| 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   | \$0               | \$700             | \$850             | \$910             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020             | \$1,020             |
| \$10,000 - 19,999                              | 0   | 700               | 1,700             | 1,910             | 2,110             | 2,220             | 2,220             | 2,220             | 2,220             | 2,220             | 2,220               | 3,220               |
| \$20,000 - 29,999                              | 700   | 1,700             | 2,760             | 3,110             | 3,310             | 3,420             | 3,420             | 3,420             | 3,420             | 3,420             | 4,420               | 5,420               |
| \$30,000 - 39,999                              | 850   | 1,910             | 3,110             | 3,460             | 3,660             | 3,770             | 3,770             | 3,770             | 3,770             | 4,770             | 5,770               | 6,770               |
| \$40,000 - 49,999                              | 910   | 2,110             | 3,310             | 3,660             | 3,860             | 3,970             | 3,970             | 3,970             | 4,970             | 5,970             | 6,970               | 7,970               |
| \$50,000 - 59,999                              | 1,020   | 2,220             | 3,420             | 3,770             | 3,970             | 4,080             | 4,080             | 5,080             | 6,080             | 7,080             | 8,080               | 9,080               |
| \$60,000 - 69,999                              | 1,020   | 2,220             | 3,420             | 3,770             | 3,970             | 4,080             | 5,080             | 6,080             | 7,080             | 8,080             | 9,080               | 10,080              |
| \$70,000 - 79,999                              | 1,020   | 2,220             | 3,420             | 3,770             | 3,970             | 5,080             | 6,080             | 7,080             | 8,080             | 9,080             | 10,080              | 11,080              |
| \$80,000 - 99,999                              | 1,020   | 2,220             | 3,420             | 4,620             | 5,820             | 6,930             | 7,930             | 8,930             | 9,930             | 10,930            | 11,930              | 12,930              |
| \$100,000 - 149,999                            | 1,870   | 4,070             | 6,270             | 7,620             | 8,820             | 9,930             | 10,930            | 11,930            | 12,930            | 14,010            | 15,210              | 16,410              |
| \$150,000 - 239,999                            | 1,870   | 4,240             | 6,640             | 8,190             | 9,590             | 10,890            | 12,090            | 13,290            | 14,490            | 15,690            | 16,890              | 18,090              |
| \$240,000 - 259,999                            | 2,040   | 4,440             | 6,840             | 8,390             | 9,790             | 11,100            | 12,300            | 13,500            | 14,700            | 15,900            | 17,100              | 18,300              |
| \$260,000 - 279,999                            | 2,040   | 4,440             | 6,840             | 8,390             | 9,790             | 11,100            | 12,300            | 13,500            | 14,700            | 15,900            | 17,100              | 18,300              |
| \$280,000 - 299,999                            | 2,040   | 4,440             | 6,840             | 8,390             | 9,790             | 11,100            | 12,300            | 13,500            | 14,700            | 15,900            | 17,100              | 18,300              |
| \$300,000 - 319,999                            | 2,040   | 4,440             | 6,840             | 8,390             | 9,790             | 11,100            | 12,300            | 13,500            | 14,700            | 15,900            | 17,170              | 19,170              |
| \$320,000 - 364,999                            | 2,040   | 4,440             | 6,840             | 8,390             | 9,790             | 11,100            | 12,470            | 14,470            | 16,470            | 18,470            | 20,470              | 22,470              |
| \$365,000 - 524,999                            | 2,790   | 6,290             | 9,790             | 12,440            | 14,940            | 17,350            | 19,650            | 21,950            | 24,250            | 26,550            | 28,850              | 31,150              |
| \$525,000 and over                             | 3,140   | 6,840             | 10,540            | 13,390            | 16,090            | 18,700            | 21,200            | 23,700            | 26,200            | 28,700            | 31,200              | 33,700              |

**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                                    | \$200   | \$850             | \$1,020           | \$1,020           | \$1,020           | \$1,370           | \$1,870           | \$1,870           | \$1,870           | \$1,870           | \$1,870             | \$2,040             |
| \$10,000 - 19,999                              | 850   | 1,700             | 1,870             | 1,870             | 2,220             | 3,220             | 3,720             | 3,720             | 3,720             | 3,720             | 3,890               | 4,090               |
| \$20,000 - 29,999                              | 1,020   | 1,870             | 2,040             | 2,390             | 3,390             | 4,390             | 4,890             | 4,890             | 4,890             | 5,060             | 5,260               | 5,460               |
| \$30,000 - 39,999                              | 1,020   | 1,870             | 2,390             | 3,390             | 4,390             | 5,390             | 5,890             | 5,890             | 6,060             | 6,260             | 6,460               | 6,660               |
| \$40,000 - 59,999                              | 1,220   | 3,070             | 4,240             | 5,240             | 6,240             | 7,240             | 7,880             | 8,080             | 8,280             | 8,480             | 8,680               | 8,880               |
| \$60,000 - 79,999                              | 1,870   | 3,720             | 4,890             | 5,890             | 7,030             | 8,230             | 8,930             | 9,130             | 9,330             | 9,530             | 9,730               | 9,930               |
| \$80,000 - 99,999                              | 1,870   | 3,720             | 5,030             | 6,230             | 7,430             | 8,630             | 9,330             | 9,530             | 9,730             | 9,930             | 10,130              | 10,580              |
| \$100,000 - 124,999                            | 2,040   | 4,090             | 5,460             | 6,660             | 7,860             | 9,060             | 9,760             | 9,960             | 10,160            | 10,950            | 11,950              | 12,950              |
| \$125,000 - 149,999                            | 2,040   | 4,090             | 5,460             | 6,660             | 7,860             | 9,060             | 9,950             | 10,950            | 11,950            | 12,950            | 13,950              | 14,950              |
| \$150,000 - 174,999                            | 2,040   | 4,090             | 5,460             | 6,660             | 8,450             | 10,450            | 11,950            | 12,950            | 13,950            | 15,080            | 16,380              | 17,680              |
| \$175,000 - 199,999                            | 2,040   | 4,290             | 6,450             | 8,450             | 10,450            | 12,450            | 13,950            | 15,230            | 16,530            | 17,830            | 19,130              | 20,430              |
| \$200,000 - 249,999                            | 2,720   | 5,570             | 7,900             | 10,200            | 12,500            | 14,800            | 16,600            | 17,900            | 19,200            | 20,500            | 21,800              | 23,100              |
| \$250,000 - 399,999                            | 2,970   | 6,120             | 8,590             | 10,890            | 13,190            | 15,490            | 17,290            | 18,590            | 19,890            | 21,190            | 22,490              | 23,790              |
| \$400,000 - 449,999                            | 2,970   | 6,120             | 8,590             | 10,890            | 13,190            | 15,490            | 17,290            | 18,590            | 19,890            | 21,190            | 22,490              | 23,790              |
| \$450,000 and over                             | 3,140   | 6,490             | 9,160             | 11,660            | 14,160            | 16,660            | 18,660            | 20,160            | 21,660            | 23,160            | 24,660              | 26,160              |

**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   | \$450             | \$850             | \$1,000           | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,870           | \$1,870           | \$1,870             | \$1,890             |
| \$10,000 - 19,999                              | 450   | 1,450             | 2,000             | 2,200             | 2,220             | 2,220             | 2,220             | 3,180             | 4,070             | 4,070             | 4,090               | 4,290               |
| \$20,000 - 29,999                              | 850   | 2,000             | 2,600             | 2,800             | 2,820             | 2,820             | 3,780             | 4,780             | 5,670             | 5,690             | 5,890               | 6,090               |
| \$30,000 - 39,999                              | 1,000   | 2,200             | 2,800             | 3,000             | 3,020             | 3,980             | 4,980             | 5,980             | 6,890             | 7,090             | 7,290               | 7,490               |
| \$40,000 - 59,999                              | 1,020   | 2,220             | 2,820             | 3,830             | 4,850             | 5,850             | 6,850             | 8,050             | 9,130             | 9,330             | 9,530               | 9,730               |
| \$60,000 - 79,999                              | 1,020   | 3,030             | 4,630             | 5,830             | 6,850             | 8,050             | 9,250             | 10,450            | 11,530            | 11,730            | 11,930              | 12,130              |
| \$80,000 - 99,999                              | 1,870   | 4,070             | 5,670             | 7,060             | 8,280             | 9,480             | 10,680            | 11,880            | 12,970            | 13,170            | 13,370              | 13,570              |
| \$100,000 - 124,999                            | 1,950   | 4,350             | 6,150             | 7,550             | 8,770             | 9,970             | 11,170            | 12,370            | 13,450            | 13,650            | 14,650              | 15,650              |
| \$125,000 - 149,999                            | 2,040   | 4,440             | 6,240             | 7,640             | 8,860             | 10,060            | 11,260            | 12,860            | 14,740            | 15,740            | 16,740              | 17,740              |
| \$150,000 - 174,999                            | 2,040   | 4,440             | 6,240             | 7,640             | 8,860             | 10,860            | 12,860            | 14,860            | 16,740            | 17,740            | 18,940              | 20,240              |
| \$175,000 - 199,999                            | 2,040   | 4,440             | 6,640             | 8,840             | 10,860            | 12,860            | 14,860            | 16,910            | 19,090            | 20,390            | 21,690              | 22,990              |
| \$200,000 - 249,999                            | 2,720   | 5,920             | 8,520             | 10,960            | 13,280            | 15,580            | 17,880            | 20,180            | 22,360            | 23,660            | 24,960              | 26,260              |
| \$250,000 - 449,999                            | 2,970   | 6,470             | 9,370             | 11,870            | 14,190            | 16,490            | 18,790            | 21,090            | 23,280            | 24,580            | 25,880              | 27,180              |
| \$450,000 and over                             | 3,140   | 6,840             | 9,940             | 12,640            | 15,160            | 17,660            | 20,160            | 22,660            | 25,050            | 26,550            | 28,050              | 29,550              |



2411004014

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME 1b. YOUR SOCIAL SECURITY NUMBER
2a. HOME ADDRESS (Number, Street, or Rural Route) 2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS

Enter letter below on Line 7.

- A. Single
B. Married Filing Separate or Married Filing Joint, both spouses working
C. Married Filing Joint, one spouse working
D. Head of Household

4. DEPENDENT ALLOWANCES [ ]

5. GEORGIA ADJUSTMENTS ALLOWANCE [ ]
(See instructions for details. Worksheet below must be completed)

6. ADDITIONAL WITHHOLDING \$ \_\_\_\_\_

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES

(Must be completed for step 5)

A. Federal Estimated Itemized Deductions (If Itemizing Deductions).....\$ \_\_\_\_\_
B. Georgia Standard Deduction (enter one): \$ \_\_\_\_\_
Single/Head of Household .....\$12,000
Married Filing Joint .....\$24,000
Married Filing Separate .....\$12,000
C. Subtract Line B from Line A (If zero or less, enter zero) .....\$ \_\_\_\_\_
D. Allowable Georgia Adjustments to Federal Adjusted Gross Income .....\$ \_\_\_\_\_
E. Add the Amounts on Lines C and D .....\$ \_\_\_\_\_
F. Estimate of Taxable Income not Subject to Withholding .....\$ \_\_\_\_\_
G. Subtract Line F from Line E (if zero or less, stop here).....\$ \_\_\_\_\_
H. Divide the Amount on Line G by \$4,000. Enter total here and on Line 5 above .....

(This is the number of Georgia Adjustments Allowances you can claim. If the remainder is over \$1,500 round up)

7. LETTER USED (Marital Status A, B, C or D) \_\_\_\_\_ TOTAL ALLOWANCES (Total of Lines 4 - 5) \_\_\_\_\_
(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 4 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

- a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here [ ]
b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is \_\_\_\_\_. My spouse's (servicemember) state of residence is \_\_\_\_\_. The states of residence must be the same to be exempt. Check here [ ]

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding.

If necessary, mail form to: Georgia Department of Revenue, Taxpayer Services Division, P.O. Box 105499, Atlanta, GA 30359

9. EMPLOYER'S NAME AND ADDRESS: EMPLOYER'S FEIN: \_\_\_\_\_

EMPLOYER'S WH#: \_\_\_\_\_

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 4 - 7.

**INSTRUCTIONS FOR COMPLETING FORM G-4**

Enter your full name, address and social security number in boxes 1a through 2b.

Line 3: Write the letter on Line 7 according to your marital status.

- A. Single
- B. Married Filing Separate or Married Filing Joint, both spouses working
- C. Married Filing Joint, one spouse working
- D. Head of Household

Line 4: Enter the number of dependent allowances you are entitled to claim. The term "dependent" shall have the same meaning as in the Internal Revenue Code of 1986; provided, however, that any unborn child with a detectable human heartbeat, as such terms are defined in Code Section 1-2-1, shall qualify as a dependent minor.

Line 5: Complete the worksheet on Form G-4 if you claim Georgia adjustments Allowances. Enter the number from Line H here.

**Failure to complete and submit the worksheet will result in automatic denial on your claim.**

Line 6: Enter a specific dollar amount that you authorize your employer to withhold in addition to the tax withheld based on your marital status and number of allowances.

Line 7: Enter the letter of your marital status from Line 3. Enter total of the numbers on Lines 4-5.

Line 8:

- a) Check the first box if you qualify to claim exempt from withholding. You can claim exempt if you filed a Georgia income tax return last year and the amount of Line 4 of Form 500EZ or Line 16 of Form 500 was zero, **and** you expect to file a Georgia tax return this year and will not have a tax liability. You cannot claim exempt if you did not file a Georgia income tax return for the previous tax year. **Receiving a refund in the previous tax year does not qualify you to claim exempt.**

**EXAMPLES:** Your employer withheld \$500 of Georgia income tax from your wages. The amount on Line 4 of Form 500EZ (or Line 16 of Form 500) was \$100. Your tax liability is the amount on Line 4 (or Line 16); therefore, you **do not qualify** to claim exempt.

Your employer withheld \$500 of Georgia income tax from your wages. The amount on Line 4 of Form 500EZ (or Line 16 of Form 500) was \$0 (zero). Your tax liability is the amount on Line 4 (or Line 16) and you filed a prior year income tax return; therefore you **qualify** to claim exempt.

- b) Check the second box if you are not subject to Georgia withholding and meet the conditions set forth under the Servicemembers Civil Relief Act. Under the Act, a spouse of a servicemember may be exempt from Georgia income tax on income from services performed in Georgia if:
  - 1. The servicemember is present in Georgia in compliance with military orders;
  - 2. The spouse is in Georgia solely to be with the servicemember;
  - 3. The servicemember maintains domicile in another state; and
  - 4. The domicile of the spouse is the same as the domicile of the servicemember or the spouse of the servicemember has elected to use the same residence for purposes of taxation as the servicemember.

Additional information for employers regarding the Military Spouses Residency Relief Act:

- 1. On the W-2 the employer should not report any of the wages as Georgia wages.
- 2. If the spouse of a servicemember is entitled to the protection of the Military Spouses Residency Relief Act in another state and files a withholding exemption form in such other state, the spouse is required to submit a Georgia Form G-4 so that withholding will occur as is required by Georgia Law when a Georgia domiciliary works in another state and withholding is not required by such other state. If the spouse does not fill out the form, the employer shall withhold Georgia income tax as if the spouse is single with zero allowances.

**Worksheet for calculating additional allowances.** Enter the information as requested by each line. For Line D, enter items such as Retirement Income Exclusion, U.S. Obligations, and other allowable deductions per Georgia Law, see the IT-511 booklet for more information.

**Do not complete Lines 4-7 if claiming exempt.**

**O.C.G.A. § 48-7-102** requires you to complete and submit Form G-4 to your employer in order to have tax withheld from your wages. By correctly completing this form, you can adjust the amount of tax withheld to meet your tax liability. Failure to submit a properly completed Form G-4 will result in your employer withholding tax as though you are single with zero allowances.

Employers are required to mail any Form G-4 claiming more than 14 allowances or exempt from withholding to the Georgia Department of Revenue. Employers should honor the properly completed form as submitted unless otherwise notified by the Department. Such forms remain in effect until changed or until February 15 of the following year. Employers who know that a G-4 is erroneous should not honor the form and should withhold as if the employee is single claiming zero allowances until a corrected form has been received.

# Pay Selection Options for Employees

Below are the different ways employees have for getting paid through Acumen. Please read the information about each option and choose the one that is right for you. Paystubs will be sent to the email provided on the Authorization for Direct Deposit or Pay Card on the following page. **You will need to provide additional information based on what you select. Please read the instructions below and return all the needed forms.**

## Direct Deposit

With this choice, your paycheck will be deposited into your bank account on payday. There is no charge from Acumen to get your pay through direct deposit. You will receive an email with a link to Wells Fargo Secure Document Delivery (SDD) service, to access your pay stubs. You can have your paycheck deposited into one or two accounts. You may change your account information at any time. **Please note:** You have the option to deposit a flat dollar amount or a percentage amount of your check to the primary account. If you choose to have a flat dollar amount deposited into your primary account, you will need to provide a secondary account for the rest of the funds to be deposited. If you choose to have a percentage amount of your check deposited into two accounts, you must show the percent you want to be deposited to each. The percent total has to equal 100%. If no amounts are given, 100% will be deposited into the primary account. To enroll, fill out the information on the Authorization for Direct Deposit section of the form and return it, along with the additional requested items, to Acumen. You will receive paper checks by mail until your bank information is verified – usually within two pay periods.

## Pay Card

Pay cards – also called pre-paid debit cards – work just like a regular debit card, but are used only for payroll deposits. You will receive an email with a link to Wells Fargo Secure Delivery (SDD) service, to access your pay stubs. Pay cards are up to 80% less expensive to use than check cashing services. Acumen does not charge for this option, although the card provider may charge fees for certain transactions. To enroll, complete the Authorization for Pay Card section of the form and return it to Acumen. Money Network will send you an information kit. **You will need to activate the card with Money Network and then contact Acumen with your account information.** You will receive paper checks by mail until this process is complete. For a complete fee schedule, see <https://docs.moneynetwork.com/moneynetwork/prepaid-fees.html>.

Please return the completed form (page 2 of 2) to Acumen. You can send by email, fax, or mail:

Email: [Enrollment@acumen2.net](mailto:Enrollment@acumen2.net)

Fax: (866) 211 - 6496

Mail: 5416 E. Baseline Rd., Suite 200, Mesa, AZ 85206

Note: if you do not select one of the options, Acumen will send your pay check by regular mail. See the pay schedule for pay dates. We make every effort to get your check to you by payday; but it is impossible to guarantee the date that paper checks will arrive. Acumen is not responsible for any delays or mail sent to the wrong place after checks have been given to the U.S. Postal Service. If your paper check does not arrive within 5 business days of payday, you can call Acumen to do a stop payment and have a new check sent out. A handling fee of \$35.00 will be taken from the new check for each stop payment request. This fee may be waived by signing up for direct deposit or pay card. You will receive an email with a link to Wells Fargo Secure Document Delivery (SDD) service, to access your pay stubs.





I choose to receive my pay by (please check one box below):

Check  Direct Deposit  Pay Card

FOR DIRECT DEPOSIT

MUST include a voided check or bank letter for direct deposit. To avoid processing delays, please do not staple your voided check or bank letter to this form. For savings accounts, please send a printout from your bank that gives the routing number and account information. Send any changes to your account(s) right away!

Form with two columns: Primary Account 1 and Secondary Account 2. Includes fields for Account Type (Checking, Savings, Flat Dollar Amount, Percentage), Financial Institution Name, Address, Routing Number, and Account Number.

Is your name on the account(s) listed above?  Yes  No

If "no," what is the name of on the account? \_\_\_\_\_

If "no," employee agrees to have their funds deposited into this account. \_\_\_\_\_ Employee Signature

AUTHORIZATION FOR DIRECT DEPOSIT, PAY CARD or PAPER CHECK

I hereby authorize Acumen Fiscal Agent, LLC (herein after "Company") to deposit any amount owed to me for wages and/or reimbursements by initiation of credit entries to my account at the financial institution (hereinafter "Bank") handling my choice indicated above. Further, I authorize Bank to accept and credit any credit entries indicated by Company to my account. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Company receives written notice from me of its termination in such time and in such a manner as to afford a reasonable opportunity to act on it. If I selected Paper Check, I understand that Acumen will make every effort to ensure my check will arrive by payday; however, it is impossible to guarantee the date that my paper check will arrive. Acumen is not responsible for any delays or misdirected mail after checks have been submitted to the U.S. Postal Service. If my paper check does not arrive within 5 business days of payday, I can call Acumen to issue a stop payment and have a new check issued. I understand that if I request a stop payment, a processing fee of \$35.00 will be deducted from my new check. If I require that this fee be waived, I must sign up for direct deposit. I understand that the Money Network pay card will have fees for transactions, and that I will be responsible for these fees if I choose this option. I understand that I may elect to have direct deposit to an existing pay card that is already in my name, as long as I provide supporting documentation to verify the routing & account number and name on the account. I understand that Acumen is not is not liable for any pay card fraudulent activity related to third party transactions. I understand that upon my request, Acumen may attempt a payment reversal. However if the reversal is not successful, I understand that Acumen is not responsible and I will need to work with my institution to rectify said payment.

Print Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address for Paystub Delivery \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Street Address/City/State/Zip: \_\_\_\_\_

Return completed form by email [enrollment@acumen2.net](mailto:enrollment@acumen2.net), fax (866) 211 - 6496 or mail to 5416 E. Baseline Rd., Suite 200, Mesa, AZ 85206



# Employee/Employer Relationship Disclosure for Tax Exemptions

Based on Age, Student Status, and Family Relationship

Employee Name \_\_\_\_\_ Employee SSN \_\_\_\_\_

Employer Name \_\_\_\_\_

Participant Name \_\_\_\_\_

Employees providing domestic services, such as respite or nursing, may be exempt from paying certain federal and state taxes based on the employee’s age, student status, or family relationship to the employer. In some cases, the employer may also be exempt based on the employee’s status. If you and your employer qualify for these exemptions, **you must take them**. Acumen Fiscal Agent will determine the tax exemptions that apply to you and to your employer based upon your answers below. Please answer all the following questions based on your age, student status, and relationship to the employer.

| Relationship Questionnaire  |  |
|---|--|
| 1. Are you a non-resident alien temporarily in the United States on an F-1, J-1, M-1, or Q-1 visa admitted to the US for providing domestic services?   | <input type="checkbox"/> YES, that description fits my visa status. <input type="checkbox"/> NO, that description does not fit my visa status.   |
| 2. Are you the child of the employer (includes adopted children)?   | <input type="checkbox"/> YES, my employer is my parent (mother or father). <input type="checkbox"/> NO, my employer is not my parent.  |
| 3. Are you the spouse of the employer?  | <input type="checkbox"/> YES, my employer is my spouse (husband, wife, domestic partner, or other in footnote #3). <input type="checkbox"/> NO, my employer is not my spouse.  |
| 4. Are you the parent of the employer (includes adopted children)?  | <input type="checkbox"/> YES, my employer is my child (son or daughter). <input type="checkbox"/> NO, my employer is not my child.   |
| 5. If you answered, “YES,” to Question 4, check any of the following that apply.  | <input type="checkbox"/> YES, I also provide care for my grandchild or step-grandchild in my child’s home.<br><input type="checkbox"/> YES, my grandchild or step-grandchild is under 18, or has a physical or mental condition that requires personal care of an adult for at least four weeks in a row during the calendar quarter in which services are performed.<br><input type="checkbox"/> YES, my child (son or daughter) is widowed, divorced, not remarried, or living with a spouse who has a mental or physical condition so the spouse cannot care for my grandchild for at least four weeks in a row during the calendar quarter in which services are performed.<br><input type="checkbox"/> NO, none of the above apply. |
| 6. Are you under the age of 18 or do you turn 18 before December 31?  | <input type="checkbox"/> YES, I am under 18 or am turning 18 before December 31 <input type="checkbox"/> NO, I am over 18.   |
| <p>If you answered, “YES,” to Question 6, answer the following question. If you answered, “NO,” skip the question below.</p> <p><b>Is this job of performing household services (respite) your principal occupation?</b></p> <p><b>NOTE: Do not answer, “YES,” if you are a student.</b></p> <input type="checkbox"/> YES, this is my main job. <input type="checkbox"/> NO, this is not my main job. |  |

**IMPORTANT: You must notify Acumen Fiscal Agent if your status changes.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

# Employee/Employer Relationship Disclosure for Tax Exemptions

## Employee Copy – Keep for your records

Employees providing domestic services such as personal assistance may be exempt from paying certain federal and state taxes based on the employee's age, student status or family relationship to the employer. In some cases, the employer may also be exempt from paying certain taxes based on the employee's status.

**IMPORTANT:** Please see IRS Publication: #926 – Household Employer's Tax Guide, and IRS website article: "Foreign Student Liability for Social Security and Medicare Taxes" for additional information.

### **IMPORTANT:**

- **These exemptions are not optional.** If the employee and employer qualify for these tax exemptions, they must be taken.
- If the employee's earnings are exempt from these taxes, the employee may not qualify for the related benefits, such as retirement benefits and unemployment compensation.
- The questions regarding family relationship refer to the relationship between the employee and the employer of record (common law employer). In some cases, the program participant is the employer of record. In other cases, the employer of record may be someone other than the program participant. Check program rules.
- Program rules may prohibit some types of employees. For example, most Medicaid-funded programs do not permit a spouse to be paid as an employee for providing services to a spouse. Check program rules.
- Acumen Fiscal Agent LLC will determine the tax exemptions that apply to the employee and employer based on the information provided by the employee. Acumen Fiscal Agent LLC cannot provide tax advice.

### **Question #1: Tax Exemptions for Non-Resident Students**

For a non-resident student in the United States on an F-1, J-1, M-1, or Q-1 visa admitted to the US for the purpose of providing domestic services, the employer and employee are exempt from paying FICA (Social Security and Medicare taxes) and the employer is exempt from paying FUTA (Federal Unemployment Tax) on wages paid to this employee. The employer may also be exempt from paying State Unemployment Insurance, depending on the rules in the state. See footnote #1.

### **Question #2: Tax Exemptions for Children under 21 years old Employed by Parent**

For a child (**does not include step-child.**) under 21 employed by his or her parent, the employer and employee are exempt from paying FICA (Social Security and Medicare taxes) and the employer is exempt from paying FUTA (Federal Unemployment Tax) on wages paid to this employee until the child (employee) turns 21 years of age. The employer may also be exempt from paying State Unemployment Insurance, depending on the rules in the state. See footnote #2.

### **Question #3: Tax Exemptions for Spouses Employed Spouses**

For a spouse (husband, wife, or domestic partner in some states) employed by his or her spouse, the employer and employee are exempt from paying FICA (Social Security and Medicare taxes) and the employer is exempt from paying FUTA (Federal Unemployment Tax) on wages paid to this employee. The employer may also be exempt from paying State Unemployment Insurance, depending on the rules in the state. See footnote #3.

### **Question #4 & #5: Tax Exemptions for Parents Employed by Children**

For a parent (**does not include stepparent,**) employed by his or her child and answering "No" to any of the additional questions under Question #5 regarding caring for a grandchild or step grandchild, the employer and employee are exempt from paying FICA (Social Security and Medicare taxes) and the employer is exempt from paying FUTA (Federal Unemployment Tax) on wages paid to this employee. The employer may also be exempt from paying State Unemployment Insurance, depending on the rules in the state.

For a parent (**does not include stepparent.**) employed by his or her child and answering “Yes” to all the additional questions under Question #5 regarding caring for a grandchild or step grandchild, the employer is exempt from paying Federal Unemployment Tax (FUTA) on wages paid to this employee. The employer may also be exempt from paying State Unemployment Insurance, depending on the rules in the state. See footnote #4

For Question #5, the term calendar quarter means January-March, April-June, July-September, October-December

**Question #6: Tax Exemptions for Employee under Age 18 at any point during the calendar year**

For employees under the age of 18 or turning 18 in the calendar year: If the employee is a student, domestic services are deemed not to be the employee’s principal occupation and the employer and employee are exempt from paying FICA (Social Security and Medicare taxes).

| Employment Relationship Status  | Federal Insurance Contributions Act - Social Security and Medicare Taxes (FICA)                                       | Federal Unemployment Tax Act (FUTA)  | State Unemployment Insurance (SUTA)              |
|---|---|--------------------------------------|--|
| Foreign Student on VISA in US for Purpose of Providing Domestic Service | FICA exempt   | FUTA exempt                          | See footnote #1                                  |
| Child (does not include stepchild) while employed by Parent             | FICA exempt only until 21st birthday  | FUTA exempt only until 21st birthday | See footnote #2                                  |
| Spouse Employed by Spouse   | FICA exempt   | FUTA exempt                          | SUTA exempt. See footnote #3                     |
| Parent (does not include stepparent) Employed by Child                  | FICA Exempt only if not also caring for dependent child (including stepchild) of the employer (employee's grandchild) | FUTA exempt                          | SUTA exempt except in NY and WA, See footnote #4 |
| Employee Under 18 or Turning Age 18 in the Calendar Year                | FICA exempt through year of 18th birthday only if enrolled as a full-time student                                     | Not Applicable                       | Not Applicable                                   |

**FOOTNOTES:**

- (1) A foreign student in the United States on an F-1 or J-1 visa is exempt from SUTA in PA and WA. MT and WI exempt F-1, J-1, M-1, and Q-1 visas from SUTA tax.
- (2) A child under age 18 employed by his or her parent is exempt from SUTA in the following states: CA, IL, MA, ME, MN, NJ, NV, OH, OR, PA, SC, TN, WA, WV. A child under age 21 employed by his or her parent is exempt from SUTA in the following states: AL, AZ, GA, HI, ID, IN, KS, LA, MO, NC, NY, OK, TX, UT, VA, WY and the District of Columbia. GA defines a child as “natural, legally adopted, step, and foster except that foster must be living in the same home as the employer.” MO and WY define a child as “natural, legally adopted, foster, and step.” MT exempts anyone classified as a dependent
- (3) AL exempts common law marriages created prior to 1/1/2017.  
 CA, NV, and WA exempt a domestic partner employed by his or her domestic partner.  
 GA exempts common law marriages created prior to 1/1/1997.  
 HI exempts reciprocal beneficiary relationships and civil unions.  
 ID exempts common law marriages created prior to 1/1/1996.  
 IN exempts common law marriages created before 1/1/1958.  
 KS, MT, and TX exempt all common law marriages.  
 NJ exempts civil unions.  
 OH exempts common law marriages created prior to 10/10/1991.  
 SC exempts common law marriages created prior to 07/24/2019.  
 All states recognize common law marriages created in a different state.
- (4) A parent employed by his or her child is exempt from SUTA in the District of Columbia and all states except NY and WA. MO defines parents as natural, foster, or step.”

# EMPLOYMENT APPLICATION

PARTICIPANT'S NAME: \_\_\_\_\_

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**PERSONAL INFORMATION:**

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
HOME PHONE NUMBER: \_\_\_\_\_ OTHER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

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**EMPLOYMENT ELIGIBILITY:**

To be employed with the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include, but are not limited to, United States citizenship or authorization to work in this country, and no felony convictions.

Are you interested in serving as a (check all that apply):

\_\_\_\_\_ Full-time employee? \_\_\_\_\_ Part-time employee? \_\_\_\_\_ Backup employee?

Are you currently employed? \_\_\_\_\_ YES \_\_\_\_\_ NO

Date available for employment: \_\_\_\_\_ How many hours a week can you work? \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you a United States citizen? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you an alien authorized to work in the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO

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**GEORGIA LICENSES AND CERTIFICATIONS:**

Do you have a valid driver's license? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Do you have current First Aid Certification\*? \_\_\_\_\_ YES \_\_\_\_\_ NO if yes, expiration date: \_\_\_\_\_  
Do you have current CPR Certification\*? \_\_\_\_\_ YES \_\_\_\_\_ NO if yes, expiration date: \_\_\_\_\_  
Do you have Nurse Aide Certification? \_\_\_\_\_ YES \_\_\_\_\_ NO if yes, expiration date: \_\_\_\_\_  
Please list any other professional certifications: \_\_\_\_\_

\* If hired, you must provide a copy of your current CPR card and First Aid card to your employer.

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**EDUCATION:**

High School Graduate or equivalent (GED)? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Vocational/Business School? \_\_\_\_\_ YES \_\_\_\_\_ NO  
if yes, field of study: \_\_\_\_\_ # of months: \_\_\_\_\_ completion date: \_\_\_\_\_  
College? \_\_\_\_\_ YES \_\_\_\_\_ NO College Graduate? \_\_\_\_\_ YES \_\_\_\_\_ NO  
if yes, degree: \_\_\_\_\_ completion date: \_\_\_\_\_

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**LIST THREE PERSONAL REFERENCES:**

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(Name) (Address) (Phone Number)

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(Name) (Address) (Phone Number)

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(Name) (Address) (Phone Number)

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**LIST PREVIOUS JOBS YOU HAVE HAD (BEGINNING WITH MOST RECENT):**

EMPLOYER'S NAME: \_\_\_\_\_  
DATES OF EMPLOYMENT: \_\_\_\_\_  
EMPLOYER'S ADDRESS: \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
LIST OF JOB DUTIES: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

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EMPLOYER'S NAME: \_\_\_\_\_  
DATES OF EMPLOYMENT: \_\_\_\_\_  
EMPLOYER'S ADDRESS: \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
LIST OF JOB DUTIES: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

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EMPLOYER'S NAME: \_\_\_\_\_  
DATES OF EMPLOYMENT: \_\_\_\_\_  
EMPLOYER'S ADDRESS: \_\_\_\_\_  
SUPERVISOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
LIST OF JOB DUTIES: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

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**BRIEFLY LIST REASONS YOU SHOULD BE CONSIDERED FOR THIS JOB:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**APPLICANT ACKNOWLEDGEMENT**

You \_\_\_ may \_\_\_ may not contact my current employer. If not, reason: \_\_\_\_\_

If offered a position, will you be able to be at work on time and according to the schedule discussed? \_\_\_ Yes \_\_\_ No  
Comments: \_\_\_\_\_

I, \_\_\_\_\_ (print name), the applicant, certify that the *information provided is true and correct* to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if employer has employed me, no matter when discovered by employer. I also acknowledge that **a background check is required** and that some convictions prevent employment.

I authorize this potential employer to investigate all statements contained in this application, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation, without giving me prior notice of such disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or this employer. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this employer unless made in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICAL DEMANDS  
ACKNOWLEDGEMENT FORM**

As my employee, you will be providing services in accordance with my ISP/Care Plan. It is required that you acknowledge your ability to meet the physical demands of this position.

The physical demands include but are not limited to:

- The ability to frequently stand, walk, bend, stoop and twist throughout the workday.
- The ability to lift and/or transfer up to \_\_\_\_\_ pounds.

Other duties may include but are not limited to:

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**By signing this form you acknowledge that you are fully able to meet the minimum requirements as stated above.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Employee Name**

\_\_\_\_\_  
**Print Employer Name**

\_\_\_\_\_  
**Print Participant Name**

**Georgia**  
**ICWP**  
**Employee Agreement**

Name of Member (please print) \_\_\_\_\_  
Member Name

Name of Employee (please print) \_\_\_\_\_  
Employee Name

Employee Address \_\_\_\_\_  
Number Street Unit/Apt  
\_\_\_\_\_  
City State Zip

Employee Phone \_\_\_\_\_ Employee Email \_\_\_\_\_  
Phone Number Email Address

The employee agrees to accept payment for services provided for individuals served through the Independent Care Waiver Services (ICWP) Program through the Georgia Department of Community Health (DCH). Fiscal management services are provided by Acumen Fiscal Agent, LLC (Acumen), which is not a Georgia government agency. Acceptance and endorsement of payment will signify that the employee agrees to the following terms and conditions:

1. I understand and acknowledge that the ICWP member or their representative is my employer. My employer is not Acumen, DCH or any other entity involved with this Consumer Directed Care option.
2. I accept payment from Acumen as payment in full for the services provided. I cannot accept any additional compensation for the hours I have worked.
3. I acknowledge that I am at least 18 years of age.
4. I agree to complete and keep current the required training and certifications as specified in Part I and the applicable Part II manuals, including but not limited to First Aid and CPR certifications. I understand that the certifications must be updated and submitted to the employer on an annual basis in order to remain in compliance.
5. I will provide only the services that have been approved by my employer and authorized in the member's Plan of Care (POC) and Individual Budget and in compliance with the rules of the Consumer Directed Care option.
6. I understand and acknowledge that I may not provide more than 40 hours of paid services in a seven day period without approval from DCH.
7. I understand and acknowledge that work performed in excess of the authorized amount, service limits or hours will not be paid by DCH nor Acumen Fiscal Agent.
8. I will provide DCH or its designee information regarding the service(s) provided for which payment was made, upon request.



9. I recognize that employment is dependent on the member's participation in the ICWP, Consumer Directed Care option.
10. I will immediately notify a person designated by the employer of any member medical emergency, illness, or visit to a physician.
11. I will take part in any meetings if requested by and/or regarding the member.
12. I understand and consent to having a criminal background records check performed by Acumen. I understand my employment is contingent upon the results of these checks complying with all applicable laws, rules and policies.
13. I understand that the results of my background checks will be made available to my prospective employer and other program staff as necessary and/or required.
14. I agree to complete all required paperwork and be approved prior to providing service(s) requested under this consumer-directed program.
15. I understand and acknowledge that any untruthful submission of services provided in an attempt to obtain improper payment is subject to investigation as Medicaid Fraud. I understand that Medicaid Fraud is a felony and can lead to substantial penalties and/or imprisonment.
16. I agree to protect the confidentiality of personal and health information relating to the member. I agree to release that information only on the request of the member or as otherwise allowed by law.

By signing below, I acknowledge that I have read this employee agreement in its entirety (2 pages). I understand that I must sign and return both pages as a condition of employment in this program and that I cannot begin working in the Independent Care Waiver Services Program (ICWP) Consumer-Directed Care option until this form is completed and returned to Acumen Fiscal Agent. I further acknowledge by signing below, that I understand what is being required of me, and agree to abide by its terms and conditions. I further understand and agree that violation of any of the terms and/or conditions of this agreement may result in termination of this agreement and payment for employment by any Medicaid Recipient participating in this program.

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Employee signature

Date

---

Employer signature

Date



# EMPLOYMENT PROFILE

Authorization Form to be Fully Completed & Signed

Human Resource ProFile, Inc.  
8506 Beechmont Ave.  
Cincinnati, OH 45255-4708  
800-969-4300 / 513-388-4300

\*\*\*\*\* Please Print Clearly \*\*\*\*\*

### INDIVIDUAL INFORMATION

Name \_\_\_\_\_  
Last First MI Maiden

Address \_\_\_\_\_ City/State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Previous \_\_\_\_\_ City/State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Age is not a criterion in any decision, but is used for identification purposes ONLY.

Driver's License State of Issuance \_\_\_\_\_

Professional License: Type \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

### SCHOOLS ATTENDED

| School Name   | City / State<br>Campus / Phone Number | Dates   |    | Graduate?<br>Y / N | Degree Type Earned |
|---|---------------------------------------|---|----|--------------------|--------------------|
|   |                                       | From  | To |                    |                    |
| High School:  |                                       |   |    |                    |                    |
| If GED received, list state and district or military facility, and year received: |                                       | Name as it appears on high school diploma or GED certificate: |    |                    |                    |
| College:  | City/State/Campus/Phone Number        | From  | To | Graduate?          | Degree Type Earned |
| Major area of study:  |                                       | Name used at time of graduation or final attendance:          |    |                    |                    |
| Grad./Tech./Other:  | City/State/Campus/Phone Number        | From  | To | Graduate?          | Degree Type Earned |
| Major area of study:  |                                       | Name used at time of graduation or final attendance:          |    |                    |                    |

Have you ever pled guilty, been convicted, entered a plea of no contest, had prosecution deferred, had prosecution diverted (diversion program), or adjudication withheld for any crime? Yes \_\_\_\_\_ No \_\_\_\_\_

| If Yes, list All Offenses, including Traffic and/or Criminal |         | City, County, and State of Offense |        |       |
|--|---------|------------------------------------|--------|-------|
| Year   | Offense | City                               | County | State |
|  |         |                                    |        |       |
|  |         |                                    |        |       |
|  |         |                                    |        |       |
|  |         |                                    |        |       |
|  |         |                                    |        |       |

I have been informed in writing that a consumer report or investigative consumer report may be obtained on me for employment purposes. I hereby authorize the procurement of the report and authorize and direct the release to Human Resource ProFile, Inc., an independent contract agency, information held by any parties regarding my previous employment, my criminal history record and/or record of convictions in federal, state and local files for violations of any federal, state, local statutes or ordinances, my credit history, workers' compensation history, driving record, government agency lists, and scholastic records and hereby release said persons, schools, companies, courts, agencies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I further understand this information may be reviewed periodically by Human Resource ProFile, Inc. and reported to my prospective/current employer. I hereby acknowledge that Human Resource ProFile, Inc. cannot vouch for or guarantee the accuracy of information provided by third parties. Accordingly, I release Human Resource ProFile, Inc., its agents and/or my prospective/current employer from any and all liabilities arising out of any errors or omissions regarding my background information and authorize Human Resource ProFile to release any and all information to my prospective/current employer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY: Acumen Fiscal Agents - Georgia

Date Sent: \_\_\_\_\_ From: Acumen Customer Service Acct # ACUFA-001

Time Sent: \_\_\_\_\_ Phone: 866-522-8636 Fax: 877-522-8636

Conviction History     Credit     MVR     Education Verification

Employment History     Workers' Compensation     Federal Exclusion     Violent Sex Offender

Federal District     Professional Licensure     Special Request \_\_\_\_\_

When requesting a report for employment purposes from HRP, you must also certify to HRP that you have provided the applicant/employee with the disclosure form and obtained the applicant/employee's consent to procure the report. HRP's two page authorization profile forms complies with these requirement



# IMPORTANT DISCLOSURE

FCRA Required  
Clear and Conspicuous Notice

Please read before completing and signing the Employment ProFile Form.

I HAVE BEEN INFORMED IN WRITING AND ACKNOWLEDGE THAT A "CONSUMER REPORT" AND/OR AN "INVESTIGATIVE CONSUMER REPORT" MAY BE OBTAINED ON ME FOR EMPLOYMENT PURPOSES.

I FURTHER UNDERSTAND THAT THIS "CONSUMER REPORT" AND/OR "INVESTIGATIVE CONSUMER REPORT" WILL BE PERFORMED BY HUMAN RESOURCE PROFILE AND PROVIDED TO MY PROSPECTIVE/CURRENT EMPLOYER. I ALSO UNDERSTAND THAT I HAVE CERTAIN RIGHTS THAT ALLOW ME TO DISPUTE ANY ERRONEOUS INFORMATION CONTAINED IN MY REPORT.

I FURTHER UNDERSTAND I HAVE A RIGHT TO MAKE A REQUEST TO HR PROFILE, UPON PROPER IDENTIFICATION, TO REQUEST THE NATURE AND SUBSTANCE OF ALL INFORMATION IN ITS FILES ON ME AT THE TIME OF MY REQUEST.

I ALSO ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS STATEMENT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notice to California Applicants:** Under California law, the consumer reports we order on you are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by HR ProFile during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at HR ProFile in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

YES, I am a California Applicant and I request to receive a free copy of any investigative consumer report ordered on me by checking this box.

YES, I am a California Applicant and I hereby waive my right to obtain a copy of the consumer report by checking this box.

**Maine applicants only:** By checking here, I indicate that I wish to receive a copy of any Report obtained by the Employer from HR ProFile as well as the address and telephone number of said consumer reporting agency. (Check only if you wish to receive a copy)

**New York applicants only:** By checking here, I acknowledge that I have received the attached copy of Article 23A of New York's Correction Law and that I wish to receive a copy of any Report obtained by the Employer from HR ProFile as well as the address and telephone number of said consumer reporting agency.

**Massachusetts, Minnesota, New Jersey, & Oklahoma applicants only:** I have the right to request a copy of any Report obtained by the Employer from HR ProFile by placing a checkmark here. (Check only if you wish to receive a copy)

**California, Connecticut, Hawaii, Illinois, Maryland, Oregon, Vermont, & Washington State applicants only (as applicable):** I understand that the Employer will not obtain information about my credit history/records, credit worthiness, credit standing, or credit capacity unless the information is substantially job related, and the reasons for using the information are disclosed to me in writing. Credit history information is considered for positions whose essential functions include access to customer and/or company financial or confidential information, managerial positions (as defined by the State Labor Laws), a position in a financial institution, a position with signatory rights on the company bank account credit card, or money transfers, a position with authority to enter into financial contracts, a position with regular access to cash totaling \$10,000 or more of the employer, a customer, or a client during the workday, or a position for which the information contained in the report is required by law to be disclosed or obtained.

**Human Resource ProFile, Inc.**

8506 Beechmont Avenue \* Cincinnati, OH 45255-4708 \* 800/969-4300 \* 513/388-4300 \* [REDACTED]

ARBITRATION AGREEMENT

(This Agreement cannot be altered, or else it is rendered null and void)

\_\_\_\_\_ is an applicant/employee (the "Applicant/Employee") for employment with \_\_\_\_\_ (the "Prospective Employer/Employer") and understands that the Prospective Employer/Employer will request that a Background Check be performed on him/her by Human Resource ProFile, Incorporated ("HRP") as a condition of employment.

For good and valuable consideration, including prospective or continued employment, the sufficiency of which is hereby acknowledged, the Applicant/Employee, Prospective Employer/Employer and HRP ( hereinafter referred to individually as a "Party" and collectively as the "Parties") hereby agree that any and all claims or causes of action against a Party(ies) by another Party(ies) under the Fair Credit Reporting Act ("FCRA") or any other applicable federal or state law, whether based in tort, contract or other basis, which arises in any way from the Background Check Report, disclosures required under the FCRA or state law, any adverse action taken by the Prospective Employer/Employer or by HRP on behalf of the Prospective Employer/Employer, or any other alleged violations of federal, state or local law, shall be arbitrated by the Parties in accordance with the Federal Arbitration Act ("FAA"). Such arbitration shall take place in the county in which the Prospective Employer/Employer is located or where the prospective employment was to take place or employment took place.

The arbitration required above shall be brought "on an individual basis only" and not "on a class action basis." The Applicant/Employee, Prospective Employer/Employer and HRP further agree that the validity of this Arbitration Agreement shall be determined solely by the arbitrator(s).

HRP is executing this Agreement on behalf of itself and in its capacity as a duly authorized agent of the Prospective Employer/Employer as per the HRP Service Agreement therewith. This Agreement may be executed using electronic and/or facsimile signatures, and such signatures shall have the same force and effect as if they were original signatures, and shall be effective as of the date that it is fully executed. If any provision hereof is declared to be unenforceable, the remainder hereof shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the date set forth opposite their respective signatures.

\_\_\_\_\_  
Applicant/Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name of Prospective Employer/Employer)

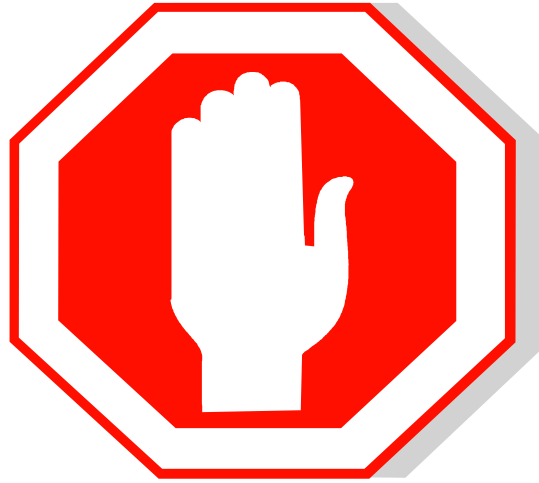
\_\_\_\_\_  
Human Resource ProFile, Incorporated

By:  \_\_\_\_\_

By:  \_\_\_\_\_

HRP as its duly authorized Agent  
Print Name: Mark Owens  
Title: President  
Date: April 1, 2023

Print Name: Mark Owens  
Title: President  
Date: April 1, 2023



## Worker's Compensation Claim Reporting Guidelines for Employees

If there has been a workplace injury or accident, do the following:

1. If it is a life-threatening emergency, seek medical attention immediately and inform the hospital that it is a workplace injury. Notify Acumen within 24 hours of the injury.

**NOTE:** If it is not an emergency, please refer to the Provider Listing you received from Acumen, or call Acumen for an updated list of medical providers in your area who are authorized to treat your work-related injury, or visit our website at [www.acumenfiscalagent.com/workers\\_compensation/workers-compensation-ga/](http://www.acumenfiscalagent.com/workers_compensation/workers-compensation-ga/)

2. Inform your employer of the injury.
3. All work-related injuries (regardless of whether medical treatment is needed or not) should be reported to Acumen within 24 hours.

Call Acumen's Worker's Compensation Hotline at 866-472-2297 within 24 hours of the injury.

**Timely reporting of accidents is important because:**

- ❖ Early access to medical care may decrease recovery time!
- ❖ The claims adjuster will need ample time to investigate incidents and make the appropriate decision about your benefits.
- ❖ In most states, there is a waiting period of 7 days before compensation is dispersed. The sooner you report the claim to Acumen, the sooner the clock starts on this waiting period.

---

*Employer Signature*

---

*Date*

---

*Employee Signature*

---

*Date*



Acumen Fiscal Agent  
Innovation • Opportunity • Freedom



## LEARN, SHOP, CUSTOMIZE & ENROLL

with



A free insurance resource made available exclusively to all Acumen Fiscal Agent members and their family members.

**Major Medical**  
**Short-Term Medical**  
**Dental**  
**Vision**  
**Critical Illness**

**Accident**  
**Auto & Home**  
**Life**  
**Disability**  
**Free Prescription Card**

### Customized Coverage from Carriers You Know

Allstate

vsp  
vision care

Ameritas

OSCAR

Humana

United  
Healthcare



Anthem  
BlueCross BlueShield

BlueCross  
BlueShield

# OPEN ENROLLMENT HAS ENDED, BUT YOU STILL HAVE OPTIONS

## Here's How We Can Help:

### Special Enrollment Period

Does your life change qualify you for a special enrollment period? A licensed agent can help you decide. If you qualify, you can enroll into the major medical plan of your choosing.

Visit our online Insurance Resource Center at [acumen.augeobenefits.com](http://acumen.augeobenefits.com) for a full list of qualifications.

### Short Term Medical Coverage

If you haven't experienced a qualifying life change, you and your family can still get covered by enrolling into a Short-Term Medical plan. Our licensed agents will go through your options and enroll you into the best plan for your situation.

 Individual plans from \$60.60/mo\*

 Family plans from \$123.02/mo\*

\*Dates subject to change. Sample rates were calculated on 11/2024 using the zip code 85050. Actual rates may vary. All eligibles were non-smokers.

## WHO WE ARE

Powered by Augeo Benefits, our health insurance marketplace provides an insurance resource to all **Acumen Fiscal Agent members and their family members.**

With one call to Augeo Benefits, you will be able to shop, compare and enroll in health insurance plans both on and off the federal and state marketplaces; allowing you to find the individualized coverage that fits your specific situation.



## DID YOU MISS THE OPEN ENROLLMENT DEADLINE? We Can Help.

**866.248.9991**  
[acumen.augeobenefits.com](http://acumen.augeobenefits.com)

Our Online Insurance Resource Center provides 24/7 access to all things insurance, including an Affordable Care Act (ACA) overview, important dates to remember, a tax credit calculator and much more.



# FAQS

**Q Who is eligible?**

A All Acumen Fiscal Agent members and thier family members are eligible for this service.

**Q How is Augeo Benefits different than the federal and state health insurance marketplaces/exchanges?**

A We have created a one-stop shop for you and your family members to receive professional assistance in shopping for, comparing, and enrolling in health insurance plans, both on and off the federal and state marketplaces. Our goal is to expand your options by giving you access to plans located on the government marketplaces as well as options off of those marketplaces.

**Q Do I need to purchase a federal or state marketplace health insurance plan?**

A No. We offer access to qualified insurance plans, both on and off the government marketplaces.

**Q What if I have pre-existing conditions?**

A Pre-existing conditions no longer limit your Major Medical Insurance. It's the same plans, at the same rates, as those without pre-existing conditions.

**Q Can I apply for a subsidy or tax credit through Augeo Benefits?**

A Yes. If you qualify to purchase a health insurance plan from a federal or state marketplace, you can apply for a subsidy/tax credit through Augeo Benefits.

**WE'VE GOT YOU COVERED**

**866.248.9991**

**[acumen.augeobenefits.com](http://acumen.augeobenefits.com)**



Augeo Benefits is a division of Augeo Affinity Insurance Services, Inc. The Augeo Benefits plan is only available in the 50 United States, Washington D.C., Puerto Rico and U.S. territories. Due to state regulations, some products may not be available in all areas.

CA license #: 0G38852

## CHANGE INFORMATION FORM: EMPLOYEE



Please complete this form and return to Acumen by one of the following methods:

**Mail:** 5416 E Baseline Rd., Suite 200, Mesa, AZ 85206  
**Fax:** (866) 211-6496  
**Email:** [enrollment@acumen2.net](mailto:enrollment@acumen2.net)

### **Change Employee Information**

Complete this section when there is a change in employee information. The employee is the person providing service.

For a change in name, fax or mail this form, a copy of the new Social Security card, and the employee's original I-9 form with Section 3 completed.

For a name change, please provide the previous and new name. For all other changes, only the new information is required.

Change In (select all that apply): Name  Address  Phone Number  E-mail Address

Current/Previous Name:

New Name:

Street Address (if changed):

City/State/Zip (if changed):

Phone Number (if changed):

E-mail Address:

Member Name and ID Number:

Employee ID Number:

Signature (Employer or Authorized Rep):

Date:





## GEORGIA ICWP Program Employee Rate Form

To ensure proper payment, please provide Acumen with the following information so the employee is paid the correct rate for the service provided. Rate change forms must be received by Acumen two weeks prior to the pay period start date for which the rate is to take effect. **If a two week notice is not provided, the form will not be processed.**

Employee Name (please print): Jane A. Employee

Employee Social Security Number (last 4 digits): 3333

**Service Code: PSS** (Personal Support Services)      **Rate per Hour: \$** 10.00

**Effective Date:** 07/01/2018

\*rate changes cannot be retroactive

Participant Name (please print): Patty Participant

Patty Participant  
Participant or Representative Signature

06/15/2018  
Date

- Please complete this form for each new employee **and** each time you would like to change your employees' pay rate.
- This form **must be received by Acumen two weeks prior to the pay period start date** for which the rate is to take effect. If two week notice is not provided, the form will not be processed.
- Refer to the Pay Schedule\* to see pay period dates.
- Please consult the Show Me the Money\* form for rate information.

Email: [Enrollment@acumen2.net](mailto:Enrollment@acumen2.net)

Fax: 1-866-211-6496

Mail: Acumen Fiscal Agent, LLC  
4542 East Inverness Ave, Suite 210  
Mesa, Arizona 85206

*\*Forms can be found at [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com), click on "Participant Employers" then locate your state and program in Georgia.*



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No.1615-0047  
Expires 07/31/2026

**START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).**

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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)<br><b>EMPLOYEE</b>   |  | First Name (Given Name)<br><b>JANE</b>   |                            | Middle Initial (if any)<br><b>E</b>                  | Other Last Names Used (if any) |  |
| Address (Street Number and Name)<br><b>123 HAPPY VALLEY RD</b>   |  |  | Apt. Number (if any)       | City or Town<br><b>ANYTOWN</b>                       |                                | State<br><b>AZ</b>                                   |
| Date of Birth (mm/dd/yyyy)<br><b>01/01/1990</b>  |  | U.S. Social Security Number<br><b>5 5 5 5 5 5 5 5</b>  |                            | Employee's Email Address<br><b>EMAIL@EXAMPLE.COM</b> |                                | Employee's Telephone Number<br><b>(555) 555-5555</b> |
| <p><b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b></p> |  | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):  |                            |  |                                |  |
|  |  | <input checked="" type="checkbox"/> 1. A citizen of the United States<br><input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)<br><input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)<br><input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any) |                            |  |                                |  |
|  |  | If you check <b>Item Number 4.</b> , enter one of these:   |                            |  |                                |  |
| USCIS A-Number   |  | OR   | Form I-94 Admission Number |  | OR                             | Foreign Passport Number and Country of Issuance      |

|  |  |
|--|--|
| Signature of Employee<br><b>EMPLOYEE SIGNATURE</b> | Today's Date (mm/dd/yyyy)<br><b>08/03/2023</b> |
|--|--|

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or the authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box (see Instructions).

|                                  | List A                        | OR | List B                  | AND | List C                      |
|----------------------------------|-------------------------------|----|-------------------------|-----|-----------------------------|
| <b>Document Title 1</b>          |                               |    | <b>DRIVER'S LICENSE</b> |     | <b>SOCIAL SECURITY CARD</b> |
| Issuing Authority                |                               |    | <b>ARIZONA DMV</b>      |     | <b>SSA</b>                  |
| Document Number (if any)         |                               |    | <b>5555555A</b>         |     | <b>555-55-5555</b>          |
| Expiration Date (if any)         |                               |    | <b>05/05/2025</b>       |     | <b>N/A</b>                  |
| <b>Document Title 2 (if any)</b> | <b>Additional Information</b> |    |                         |     |                             |
| Issuing Authority                |                               |    |                         |     |                             |
| Document Number (if any)         |                               |    |                         |     |                             |
| Expiration Date (if any)         |                               |    |                         |     |                             |
| <b>Document Title 3 (if any)</b> |                               |    |                         |     |                             |
| Issuing Authority                |                               |    |                         |     |                             |
| Document Number (if any)         |                               |    |                         |     |                             |
| Expiration Date (if any)         |                               |    |                         |     |                             |

Check here if you used an alternative procedure authorized by DHS to examine documents.

|   |  |
|---|--|
| <b>Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.</b> | First Day of Employment (mm/dd/yyyy):<br><b>08/05/2023</b> |
|---|--|

|  |   |  |
|--|---|--|
| Last Name, First Name and Title of Employer or Authorized Representative<br><b>EMPLOYER, ELAINE - HOUSEHOLD EMPLOYER</b> | Signature of Employer or Authorized Representative<br><b>EMPLOYER SIGNATURE</b> | Today's Date (mm/dd/yyyy)<br><b>08/03/2023</b> |
|--|---|--|

|  |  |
|--|--|
| Employer's Business or Organization Name<br><b>ELAINE EMPLOYER</b> | Employer's Business or Organization Address, City or Town, State, ZIP Code<br><b>123 MAIN ST, ANYTOWN, AZ, 55555</b> |
|--|--|

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

# 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.

**2025**

|  |  |                              |   |
|--|--|------------------------------|---|
| <b>Step 1:</b><br>Enter Personal Information<br><br>Physical Address Required (No P.O. Box)  | (a) First name and middle initial<br><b>Jane E.</b>              | Last name<br><b>Employee</b> | (b) Social security number<br><b>123-45-6789</b>  |
|  | Address<br><b>111 Maine St Apt 2</b>                             |                              | 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 <a href="http://www.ssa.gov">www.ssa.gov</a> . |
|  | City or town, state, and ZIP code<br><b>Anytown, State 12345</b> |                              |   |
| (c) <input checked="" type="checkbox"/> Single or Married filing separately<br><input type="checkbox"/> Married filing jointly or Qualifying surviving spouse<br><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.) |  |                              |   |

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**Step 2:** 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.

**Multiple Jobs or Spouse Works**  
 Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if the lowest paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

**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:** If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

|  |   |                      |                                  |
|--|---|----------------------|----------------------------------|
| <b>Claim Dependent and Other Credits</b> | Multiply the number of qualifying children under age 17 by \$2,000  | \$ <u>0</u>          | Required field even if "0".<br>↓ |
|  | Multiply the number of other dependents by \$500  | \$ <u>0</u>          |                                  |
|  | Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here | <b>3</b> \$ <u>0</u> |                                  |

**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)** \$

**If filing exempt, leave Steps 2, 3 & 4 blank. Write EXEMPT here -->**

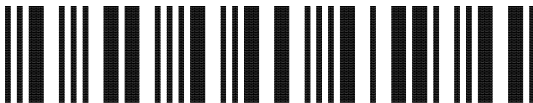
**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Sign Here**  
Jane E. Employee **01/03/2025**  
 Employee's signature (This form is not valid unless you sign it.) **Date**

**Employers Only**

|   |                          |                                      |
|---|--------------------------|--------------------------------------|
| Employer's name and address<br><b>Employer Name</b><br><b>222 Maine St Anytown, State 12345</b> | First date of employment | Employer identification number (EIN) |
|---|--------------------------|--------------------------------------|

Employer Name Here →



1811004012

**STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

|   |   |
|---|---|
| 1a. YOUR FULL NAME<br><b>Jane A. Employee</b>                                       | 1b. YOUR SOCIAL SECURITY NUMBER<br><b>111-22-3333</b>       |
| 2a. HOME ADDRESS (Number, Street, or Rural Route)<br><b>111 Main Street, Apt. 2</b> | 2b. CITY, STATE AND ZIP CODE<br><b>Anytown, State 12345</b> |

**PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8**

**3. MARITAL STATUS**

(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

- A. Single: Enter 0 or 1.....[0]
- B. Married Filing Joint, both spouses working:  
Enter 0 or 1 ..... [ ]
- C. Married Filing Joint, one spouse working:  
Enter 0 or 1 or 2 ..... [ ]
- D. Married Filing Separate:  
Enter 0 or 1 ..... [ ]
- E. Head of Household:  
Enter 0 or 1 ..... [ ]

**4. DEPENDENT ALLOWANCES** [ 1 ]

**5. ADDITIONAL ALLOWANCES** [ ]  
(worksheet below must be completed)

**6. ADDITIONAL WITHHOLDING** \$ 0.00

**WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES**

**(Must be completed in order to enter an amount on step 5)**

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:  
Yourself:  Age 65 or over  Blind  
Spouse:  Age 65 or over  Blind      Number of boxes checked \_\_\_\_\_ x 1300.....\$ \_\_\_\_\_
2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:  
A. Federal Estimated Itemized Deductions (If Itemizing Deductions) .....\$ \_\_\_\_\_  
B. Georgia Standard Deduction (enter \_\_\_\_\_ for single/head of household, \$4,600 for  
    Each Spouse      \$3,000) .....\$ \_\_\_\_\_
- C. Subtract Line B from Line A (If zero or less, enter zero).....\$ \_\_\_\_\_
- D. Allowable Deductions to Federal Adjusted Gross Income .....\$ \_\_\_\_\_
- E. Add the Amounts on Lines 1, 2C, and 2D .....\$ \_\_\_\_\_
- F. Estimate of Taxable Income not Subject to Withholding .....\$ \_\_\_\_\_
- G. Subtract Line F from Line E (if zero or less, stop here).....\$ \_\_\_\_\_
- H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above ..... \_\_\_\_\_

(This is the maximum number of additional allowances you can claim. If the remainder is over \$1,500 round up)

**7. LETTER USED** (Marital Status A, B, C, D, or E) A      **TOTAL ALLOWANCES** (Total of Lines 3 - 5) 1  
(Employer: The letter indicates the tax tables in Employer's Tax Guide)

**8. EXEMPT:** (Do not complete Lines 3 - 7 if claiming exempt) **Read the Line 8 instructions on page 2 before completing this section.**

- a) I claim exemption from withholding because I incurred no Georgia income tax liability last year **and** I do not expect to have a Georgia income tax liability this year. **Check here**
- b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as amended by the Military Spouses Residency Relief Act as provided on page 2. My state of residence is \_\_\_\_\_. My spouse's (servicemember) state of residence is \_\_\_\_\_. The states of residence must be the same to be exempt. **Check here**

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature Jane A. Employee Date 06/15/2018

**Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding.** If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, P.O. Box 49432, Atlanta, GA 30359.

**9. EMPLOYER'S NAME AND ADDRESS:** \_\_\_\_\_ **EMPLOYER'S FEIN:** \_\_\_\_\_

**EMPLOYER'S WH#:** \_\_\_\_\_

**Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.**



I choose to receive my pay by (please check one box below):

Check  Direct Deposit  Pay Card

FOR DIRECT DEPOSIT

MUST include a voided check or bank letter for direct deposit. To avoid processing delays, please do not staple your voided check or bank letter to this form. For savings accounts, please send a printout from your bank that gives the routing number and account information. Send any changes to your account(s) right away!

Form with fields for Primary Account 1, Secondary Account 2, Financial Institution Name, Address, Routing Number, and Account Number.

Is your name on the account(s) listed above? (yes  no )

If "no," what is the name of on the account \_\_\_\_\_

If "no," employee agrees to have their funds deposited into this account. \_\_\_\_\_ Employee Signature



AUTHORIZATION FOR DIRECT DEPOSIT, PAY CARD or PAPER CHECK

I hereby authorize Acumen Fiscal Agent, LLC (herein after "Company") to deposit any amount owed to me for wages and/or reimbursements by initiation of credit entries to my account at the financial institution (hereinafter "Bank") handling my choice indicated above.

JANE E. EMPLOYEE
Print Name

123-45-6789
Social Security Number

04/04/1950
Date of Birth

email@example.com
Email Address for Paystub Delivery

Jane E. Employee
Signature

09/28/22
Date

Employee Street Address/City/State/Zip: EMPLOYEE STREET ADDRESS CITY, STATE ZIP CODE

Return completed form by email enrollment@acumen2.net, fax (866) 211 - 6496 or mail to 5416 E. Baseline Rd., Suite 200, Mesa, AZ 85206