



## Employee (Caregiver) Packet (Keep this folder for your records)

**You will need to complete the following steps in order to hire a Support Broker.**

- Interview Support Brokers and decide who will be the best fit for your particular needs.
- Get approval from your Care Manager for a rate of pay for the applicant(s).
- Have the person you decide to hire complete and send the following to Acumen:

### **Federal & Acumen Required Forms:**

- I-9 Employment Eligibility Verification
  - Your employee fills out **Section 1**.
  - As the Employer, you fill out **Section 2**. Employers must enter the date the employee began or will begin working on the I-9. If the date of hire (first date of providing services with 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.
- Form W-4 Employee's Withholding Allowance Certificate
- Form ID W-4 Employee's Idaho Withholding Allowance Certificate
- Employee Information Form
- Employee Pay Selection Options Form - Authorization for Direct Deposit/Pay Card

### **State Required Forms:**

- Support Broker Forms:
  - Participant - Support Broker Employment Agreement
  - Medicaid - Support Broker Employment Agreement

Email, 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 2 business days from the receipt of completed paperwork for your agent to review and notify you of any needed corrections.

Examples of completed forms can be found in the employee paperwork guide located on our website. Although you may photocopy blank forms for future employees, Acumen recommends that you download the forms from our website or contact our Enrollment team to be sure you have the most up-to-date forms. If you have questions, please e-mail [enrollment@acumen2.net](mailto:enrollment@acumen2.net) or call (208) 254-1606 to speak with a representative.

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

Idaho 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 Idaho 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, I-9, and copies of completed timesheets (if applicable).

## **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 Idaho, 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 Idaho, go to the Acumen website.



# Employee Information Form Relationship Disclosure

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

Physical Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

County of Physical Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Name of Participant/Employer: \_\_\_\_\_

Name of Authorized Representative or Legal Guardian (if applicable): \_\_\_\_\_

**Instructions:** There are some tax exemptions for certain domestic employer and employee relationships. Please select any of the below boxes if a relationship exists between you as the employee and the employer:

- None**, no relation to employer
- \*Spouse** of the employer,
- \*Child** of the employer and under the age of 21
- \*Parent** of the employer - if this option is marked, read below and check all that apply:
  - You are employed by your son or daughter**
  - Your son or daughter has a child or stepchild living in the home**
  - Your son or daughter is a widower, divorced, or is living with a spouse who, because of a mental or physical condition, cannot care for the child or stepchild for at least 4 continuous weeks in a calendar quarter**
  - Your son or daughter's child or stepchild is under the age of 18 and requires the personal care of an adult for at least 4 continuous weeks in a calendar quarter due to a mental or physical condition**

**\*Internal Use Only**

- If Parent (employee) selected all 4 parent conditions, parent/employee is **FUTA and SUTA Exempt**
- If Parent (employee) did **NOT** select all 4 parent conditions, parent/employee is **FICA, FUTA, SUTA Exempt**
- If Spouse or Child are selected, employee is **FICA, FUTA, SUTA Exempt**

The fine print - under IRS guidelines, Publication 15 (Circular E) Section 3, employees are not subject to Social Security, Medicare and federal unemployment tax (FUTA) if these relationships exist. The exemptions are as follows:

- A. Child employed by parents – Payments for work other than in a trade or business, such as domestic work in the parent's private home, are not subject to Social Security, Medicare, and FUTA tax until the child reaches age 21. (*IRS Pub.15, Section 3, Paragraph 1*)
- B. One spouse employed by another – Payments for services of one spouse employed by another in other than a trade or business, such as domestic service in a private home, are not subject to Social Security, Medicare, and FUTA tax. (*IRS Pub.15, Section 3, Paragraph 2*)
- C. Parent employed by child – Payments for the services of a parent employed by his or her child in other than a trade or business, such as domestic services, are not subject to Social Security, Medicare and FUTA tax as long as the above conditions apply. (*IRS Pub.15, Section 3, Paragraph 4*)

The State of Idaho follows the federal guidelines in applying liability for state unemployment tax (SUTA). If the Caregiver falls into the category of Spouse or Child as outlined above, Social Security and Medicare tax will not be withheld from their checks. If the Caregiver falls into the category of Parent and meets all 4 parent conditions, Social Security and Medicare tax **will** be withheld from their checks. If the employee is exempt from FUTA, SUTA, Social Security and Medicare, the employer will not be charged for their share of Social Security and Medicare or FUTA and SUTA withholdings.

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



# 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)  |   | 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<br><input type="text"/>   |                         | 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. and 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><br><br><br><br><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |    |  |     |                                       |
| Issuing Authority  |  |    |  |     |                                       |
| Document Number (if any)   |  |    |  |     |                                       |
| Expiration Date (if any)   |  |    |  |     |                                       |
| Document Title 3 (if any)  |  |    |  |     |                                       |
| 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="http://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 07/31/2026

|  |  |   |
|--|--|---|
| 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 07/31/2026

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

**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.)  |  |  | <input type="checkbox"/> 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.)  |  |  | <input type="checkbox"/> 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.)  |  |  | <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |



## Pay Selection Options

Below are the options employees have for receiving their paychecks through Acumen. Please read the information about each option and select the one that is right for you. Paystubs will be sent through DCI Message Center. Your login information will be provided on your Good to Go. **You will need to provide additional information based on your selection; please read the instructions below and return all the necessary forms.**

### Direct Deposit

With this option, your paycheck will be automatically deposited into your bank account on payday. There is no charge from Acumen to receive your pay via direct deposit. You won't have to wait for the mail or make a trip to the bank. On payday, paystubs will be sent via DCI messaging. You can have your paycheck deposited into one or two accounts, and 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 in which the remainder of the funds will be deposited to. If you choose to have a percentage amount of your check deposited into two accounts, you must indicate the percentage to be deposited to each. The percentage total must be 100%. If no amounts are indicated, 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. Acumen does not charge for this option, although the card provider may charge fees for certain transactions. Pay cards are up to 80% less expensive to use than check cashing services. Paystubs will be delivered via DCI messaging on payday. 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 to Acumen.** You may send by email, fax, or mail listed below:

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

Fax: (855) 264-3290

Mail: 5416 E Baseline Rd Ste 200  
Mesa, AZ 85206

Note: if you do not select one of the options, Acumen will send your paycheck via regular mail, according to the established pay schedule you have received. We make every effort to get your check to you by payday; however, it is impossible to guarantee the date that paper checks will arrive. Acumen is not responsible for any delays or misdirected mail after checks have been submitted to the U.S. Postal Service. If your paper check does not arrive within 5 business days of payday, you can call Acumen to issue a stop payment and have a new check issued. A processing fee of \$35.00 will be deducted from the new check for each stop payment request. This fee may be waived by signing up for direct deposit or pay card.



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

Check       Direct Deposit       Pay Card

**DIRECT DEPOSIT INFORMATION**

**Please attach a voided check or bank letter** for checking or savings account(s). For savings accounts, please send a printout from your bank that provides the routing number and account information. Submit any changes to your account(s) immediately!

|  |   |
|--|---|
| <b>Primary Account 1</b><br>Account Type:<br><input type="checkbox"/> <b>Checking</b> (attach a voided check)<br><input type="checkbox"/> <b>Savings</b> (attach routing & account information printout) | <b>Secondary Account 2 (Mandatory for Flat dollar option)</b><br>Account Type:<br><input type="checkbox"/> <b>Checking</b> (attach a voided check)<br><input type="checkbox"/> <b>Savings</b> (attach routing & account information printout) |
| <input type="checkbox"/> <b>Flat Dollar Amount</b><br><input type="checkbox"/> <b>Percentage</b>   | <input type="checkbox"/> <b>Remainder account.</b> (Used if percentage is less than 100% or net pay exceeds the flat dollar amount listed for Primary Account 1)  |
| Financial Institution Name   | Financial Institution Name  |
| Financial Institution Address  | Financial Institution Address   |
| Routing Number   | Routing Number  |
| Account Number   | Account Number  |
| Flat dollar amount or % of check to be deposited:  | All remaining funds exceeding Primary Account 1 allocations will deposit into this account.   |

**Are you the account holder for the account(s) listed above?**  **Yes**       **No**

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

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

*Employee Signature*

**AUTHORIZATION FOR DIRECT DEPOSIT or 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 my method of payment is pay card, as the pay card holder, it is my responsibility to close this account should I no longer choose to have payments deposited in this manner. 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 either direct deposit or a Pay Card. 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 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# 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.

# 2024

### 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.) |           |   |

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 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.

### 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 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 **and** you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 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 2024 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 15, 2025.

**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. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](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.

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 2024 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 2024 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: { \$29,200 if you're married filing jointly or a qualifying surviving spouse; \$21,900 if you're head of household; \$14,600 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               | \$780             | \$850             | \$940             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020             | \$1,370             |
| \$10,000 - 19,999                              | 0   | 780               | 1,780             | 1,940             | 2,140             | 2,220             | 2,220             | 2,220             | 2,220             | 2,220             | 2,570               | 3,570               |
| \$20,000 - 29,999                              | 780   | 1,780             | 2,870             | 3,140             | 3,340             | 3,420             | 3,420             | 3,420             | 3,420             | 3,770             | 4,770               | 5,770               |
| \$30,000 - 39,999                              | 850   | 1,940             | 3,140             | 3,410             | 3,610             | 3,690             | 3,690             | 3,690             | 4,040             | 5,040             | 6,040               | 7,040               |
| \$40,000 - 49,999                              | 940   | 2,140             | 3,340             | 3,610             | 3,810             | 3,890             | 3,890             | 4,240             | 5,240             | 6,240             | 7,240               | 8,240               |
| \$50,000 - 59,999                              | 1,020   | 2,220             | 3,420             | 3,690             | 3,890             | 3,970             | 4,320             | 5,320             | 6,320             | 7,320             | 8,320               | 9,320               |
| \$60,000 - 69,999                              | 1,020   | 2,220             | 3,420             | 3,690             | 3,890             | 4,320             | 5,320             | 6,320             | 7,320             | 8,320             | 9,320               | 10,320              |
| \$70,000 - 79,999                              | 1,020   | 2,220             | 3,420             | 3,690             | 4,240             | 5,320             | 6,320             | 7,320             | 8,320             | 9,320             | 10,320              | 11,320              |
| \$80,000 - 99,999                              | 1,020   | 2,220             | 3,620             | 4,890             | 6,090             | 7,170             | 8,170             | 9,170             | 10,170            | 11,170            | 12,170              | 13,170              |
| \$100,000 - 149,999                            | 1,870   | 4,070             | 6,270             | 7,540             | 8,740             | 9,820             | 10,820            | 11,820            | 12,830            | 14,030            | 15,230              | 16,430              |
| \$150,000 - 239,999                            | 1,960   | 4,360             | 6,760             | 8,230             | 9,630             | 10,910            | 12,110            | 13,310            | 14,510            | 15,710            | 16,910              | 18,110              |
| \$240,000 - 259,999                            | 2,040   | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,790            | 16,990              | 18,190              |
| \$260,000 - 279,999                            | 2,040   | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,790            | 16,990              | 18,190              |
| \$280,000 - 299,999                            | 2,040   | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,790            | 16,990              | 18,380              |
| \$300,000 - 319,999                            | 2,040   | 4,440             | 6,840             | 8,310             | 9,710             | 10,990            | 12,190            | 13,390            | 14,590            | 15,980            | 17,980              | 19,980              |
| \$320,000 - 364,999                            | 2,040   | 4,440             | 6,840             | 8,310             | 9,710             | 11,280            | 13,280            | 15,280            | 17,280            | 19,280            | 21,280              | 23,280              |
| \$365,000 - 524,999                            | 2,720   | 6,010             | 9,510             | 12,080            | 14,580            | 16,950            | 19,250            | 21,550            | 23,850            | 26,150            | 28,450              | 30,750              |
| \$525,000 and over                             | 3,140   | 6,840             | 10,540            | 13,310            | 16,010            | 18,590            | 21,090            | 23,590            | 26,090            | 28,590            | 31,090              | 33,590              |

**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                                    | \$240   | \$870             | \$1,020           | \$1,020           | \$1,020           | \$1,540           | \$1,870           | \$1,870           | \$1,870           | \$1,870           | \$1,910             | \$2,040             |
| \$10,000 - 19,999                              | 870   | 1,680             | 1,830             | 1,830             | 2,350             | 3,350             | 3,680             | 3,680             | 3,680             | 3,720             | 3,920               | 4,050               |
| \$20,000 - 29,999                              | 1,020   | 1,830             | 1,980             | 2,510             | 3,510             | 4,510             | 4,830             | 4,830             | 4,870             | 5,070             | 5,270               | 5,400               |
| \$30,000 - 39,999                              | 1,020   | 1,830             | 2,510             | 3,510             | 4,510             | 5,510             | 5,830             | 5,870             | 6,070             | 6,270             | 6,470               | 6,600               |
| \$40,000 - 59,999                              | 1,390   | 3,200             | 4,360             | 5,360             | 6,360             | 7,370             | 7,890             | 8,090             | 8,290             | 8,490             | 8,690               | 8,820               |
| \$60,000 - 79,999                              | 1,870   | 3,680             | 4,830             | 5,840             | 7,040             | 8,240             | 8,770             | 8,970             | 9,170             | 9,370             | 9,570               | 9,700               |
| \$80,000 - 99,999                              | 1,870   | 3,690             | 5,040             | 6,240             | 7,440             | 8,640             | 9,170             | 9,370             | 9,570             | 9,770             | 9,970               | 10,810              |
| \$100,000 - 124,999                            | 2,040   | 4,050             | 5,400             | 6,600             | 7,800             | 9,000             | 9,530             | 9,730             | 10,180            | 11,180            | 12,180              | 13,120              |
| \$125,000 - 149,999                            | 2,040   | 4,050             | 5,400             | 6,600             | 7,800             | 9,000             | 10,180            | 11,180            | 12,180            | 13,180            | 14,180              | 15,310              |
| \$150,000 - 174,999                            | 2,040   | 4,050             | 5,400             | 6,860             | 8,860             | 10,860            | 12,180            | 13,180            | 14,230            | 15,530            | 16,830              | 18,060              |
| \$175,000 - 199,999                            | 2,040   | 4,710             | 6,860             | 8,860             | 10,860            | 12,860            | 14,380            | 15,680            | 16,980            | 18,280            | 19,580              | 20,810              |
| \$200,000 - 249,999                            | 2,720   | 5,610             | 8,060             | 10,360            | 12,660            | 14,960            | 16,590            | 17,890            | 19,190            | 20,490            | 21,790              | 23,020              |
| \$250,000 - 399,999                            | 2,970   | 6,080             | 8,540             | 10,840            | 13,140            | 15,440            | 17,060            | 18,360            | 19,660            | 20,960            | 22,260              | 23,500              |
| \$400,000 - 449,999                            | 2,970   | 6,080             | 8,540             | 10,840            | 13,140            | 15,440            | 17,060            | 18,360            | 19,660            | 20,960            | 22,260              | 23,500              |
| \$450,000 and over                             | 3,140   | 6,450             | 9,110             | 11,610            | 14,110            | 16,610            | 18,430            | 19,930            | 21,430            | 22,930            | 24,430              | 25,870              |

**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   | \$510             | \$850             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,220           | \$1,870           | \$1,870           | \$1,870             | \$1,960             |
| \$10,000 - 19,999                              | 510   | 1,510             | 2,020             | 2,220             | 2,220             | 2,220             | 2,420             | 3,420             | 4,070             | 4,070             | 4,160               | 4,360               |
| \$20,000 - 29,999                              | 850   | 2,020             | 2,560             | 2,760             | 2,760             | 2,960             | 3,960             | 4,960             | 5,610             | 5,700             | 5,900               | 6,100               |
| \$30,000 - 39,999                              | 1,020   | 2,220             | 2,760             | 2,960             | 3,160             | 4,160             | 5,160             | 6,160             | 6,900             | 7,100             | 7,300               | 7,500               |
| \$40,000 - 59,999                              | 1,020   | 2,220             | 2,810             | 4,010             | 5,010             | 6,010             | 7,070             | 8,270             | 9,120             | 9,320             | 9,520               | 9,720               |
| \$60,000 - 79,999                              | 1,070   | 3,270             | 4,810             | 6,010             | 7,070             | 8,270             | 9,470             | 10,670            | 11,520            | 11,720            | 11,920              | 12,120              |
| \$80,000 - 99,999                              | 1,870   | 4,070             | 5,670             | 7,070             | 8,270             | 9,470             | 10,670            | 11,870            | 12,720            | 12,920            | 13,120              | 13,450              |
| \$100,000 - 124,999                            | 2,020   | 4,420             | 6,160             | 7,560             | 8,760             | 9,960             | 11,160            | 12,360            | 13,210            | 13,880            | 14,880              | 15,880              |
| \$125,000 - 149,999                            | 2,040   | 4,440             | 6,180             | 7,580             | 8,780             | 9,980             | 11,250            | 13,250            | 14,900            | 15,900            | 16,900              | 17,900              |
| \$150,000 - 174,999                            | 2,040   | 4,440             | 6,180             | 7,580             | 9,250             | 11,250            | 13,250            | 15,250            | 16,900            | 18,030            | 19,330              | 20,630              |
| \$175,000 - 199,999                            | 2,040   | 4,510             | 7,050             | 9,250             | 11,250            | 13,250            | 15,250            | 17,530            | 19,480            | 20,780            | 22,080              | 23,380              |
| \$200,000 - 249,999                            | 2,720   | 5,920             | 8,620             | 11,120            | 13,420            | 15,720            | 18,020            | 20,320            | 22,270            | 23,570            | 24,870              | 26,170              |
| \$250,000 - 449,999                            | 2,970   | 6,470             | 9,310             | 11,810            | 14,110            | 16,410            | 18,710            | 21,010            | 22,960            | 24,260            | 25,560              | 26,860              |
| \$450,000 and over                             | 3,140   | 6,840             | 9,880             | 12,580            | 15,080            | 17,580            | 20,080            | 22,580            | 24,730            | 26,230            | 27,730              | 29,230              |



Complete Form ID W-4 so your employer can withhold the correct amount of state income tax from your paycheck. Sign the form and give it to your employer. **Use the information on the back** to calculate your Idaho allowances and any additional amount you need withheld from each paycheck. If you plan to itemize deductions, use the worksheet at [tax.idaho.gov/w4](http://tax.idaho.gov/w4).

**Withholding Status**

Check the **"A"** box (Single) if you're:

- Single with one job or single with multiple jobs
- Filing as head of household

Check the **"B"** box (Married) if you're:

- Married filing jointly with one job and your spouse doesn't work
- A qualifying widow(er)

Check the **"C"** box (Married, but withhold at Single rate) if you're:

- Married filing jointly and both people work (or you have multiple jobs)
- Married filing separately



**WITHHOLDING STATUS** (see information above)

**A**  (Single)    **B**  (Married)    **C**  (Married, but withhold at Single rate)

1. Total number of Idaho allowances you're claiming ..... \_\_\_\_\_
2. Additional amount (if any) you need withheld from each paycheck (Enter whole dollars) ..... \_\_\_\_\_

|  |
|--|
| Your Social Security number (required) |
|--|

|                             |           |          |
|-----------------------------|-----------|----------|
| Your first name and initial | Last name |          |
| Current mailing address     |           |          |
| City                        | State     | ZIP Code |

Under penalties of perjury, I declare that to the best of my knowledge and belief I can claim the number of withholding allowances on line 1 above.

|                |      |
|----------------|------|
| Your signature | Date |
|----------------|------|



**1. Total number of allowances you're claiming.**

Enter the number of children in your household age 16 or under as of December 31, 2024. If you have no qualifying children, enter "0." If your filing status will be head of household on your tax return, add "2" to the number of qualifying children. **Don't claim allowances for you or your spouse.** You can claim fewer allowances but not more.

If you're married, claim your allowances on the W-4 for the highest-paying job for the most accurate withholding. If you're married filing jointly, only one of you should claim the allowances. The other should claim zero allowances.

If you work for more than one employer at the same time, you should claim zero allowances on your W-4 with any employer other than your principal employer.

Write **Exempt** on line 1 if you meet **both** of the following conditions:

- Last year I had no Idaho income tax liability **and**
- This year I expect to have no Idaho income tax liability

**Nonresident Aliens**

**Exempt income.** If you're a nonresident alien and all your income is exempt from withholding, write "Exempt" on line 1.

**Exempt income from a treaty.** If a treaty exempts a portion of your income from withholding, complete federal Form 8233 to claim your treaty benefits, and complete the Idaho W-4 to withhold on income that's not exempt by your treaty.

**Idaho taxable income.** If you're a nonresident alien and have Idaho taxable income, do all of these:

1. Check the "Single" withholding status box regardless of your marital status.
2. Enter 0 on line 1.
3. Using the Pay Period table below, enter the additional amount of income tax to be withheld for each pay period on line 2. *Exception:* If you're a student or business apprentice from India, report \$0 on line 2.

| Pay Period Table             |        |          |             |         |
|------------------------------|--------|----------|-------------|---------|
| If your pay period is:       | Weekly | Biweekly | Semimonthly | Monthly |
| Enter this amount on line 2: | \$15   | \$31     | \$33        | \$67    |

The withholding table calculations for employers include the standard deduction. Because nonresident aliens don't qualify for the standard deduction, the Pay Period table helps ensure that employers withhold enough.

**2. Additional amount, if any, you need withheld from each paycheck.**

**If you're single or married filing separately and have more than one job at a time,** complete the worksheet below to calculate any additional amount you need withheld from each paycheck.

1. Other than your primary job, how many jobs do you expect to have at the same time during 2024? (Don't count your primary job.) ..... \_\_\_\_\_
2. Multiply the number on line 1 by \$13,850 ..... \_\_\_\_\_
3. Enter an estimate of your 2024 income from other jobs (not including your primary job) ..... \_\_\_\_\_
4. Enter the smaller of lines 2 or 3 ..... \_\_\_\_\_
5. If you completed the itemized deduction worksheet for Idaho ([tax.idaho.gov/w4](http://tax.idaho.gov/w4)), enter the number from line 4. Otherwise, enter "0" ..... \_\_\_\_\_
6. Multiply the number on line 5 by \$3,534..... \_\_\_\_\_
7. Subtract line 6 from line 4 ..... \_\_\_\_\_
8. Multiply line 7 by 5.8% (.058). This is the additional amount you need to withhold annually ..... \_\_\_\_\_
9. Divide the amount on line 8 by the number of your remaining pay periods in 2024. Enter the number on line 2 of the W-4 as the additional amount you need withheld from each paycheck ..... \_\_\_\_\_

**Contact us:**

In the Boise area: (208) 334-7660 | Toll free: (800) 972-7660  
 Hearing impaired (TDD) (800) 377-3529  
[tax.idaho.gov/contact](http://tax.idaho.gov/contact)



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

**PARTICIPANT-SUPPORT BROKER EMPLOYMENT AGREEMENT**

This agreement is hereby made between \_\_\_\_\_ a Participant of the  
Participant's Name

Self-Directed Community Supports (SDCS) Option, a Medicaid option administered by the Department of Health and Welfare (department), and \_\_\_\_\_ a Support Broker.  
Support Broker's Name

The participant wants to hire the support broker for services under the Self-Directed Community Supports Option. In exchange, the support broker wants to be paid for the services provided to the participant. Both parties understand and agree that payment is made through a fiscal employer agent (FEA), using Medicaid monies and based on time sheets submitted by the support broker and approved by the employer, who is the participant.

To these mutual purposes, the parties promise and agree as follows:

1. Support broker services are to be provided in accordance with "Participant-Support Broker Agreement," and the Self-Directed Community Supports rules, according to the Idaho Administrative Procedures Act (IDAPA) 16.03.13, "Consumer-Directed Services."
2. The support broker is hired to help the participant, and assumes no responsibility for the Participant's conduct.
3. That the Support Broker is an employee of the Participant and not an employee of the Self-Directed Community Support Option or the FEA, and agree that the Support Broker is not entitled to, nor will make claim for any employee benefits from the Self-Directed Community Support Option or the FEA, including but not limited to, worker's compensation, disability, life insurance, or health insurance.
4. The Support Broker will take all actions necessary to become the Participant's employee, and to maintain the employment relationship by submitting necessary documents to the FEA, including:
  - A "Support Broker Letter of Approval" from the Department.
  - A Completed W-4, I-9, and other IRS required forms.
  - A completed criminal history check, including clearance in accordance with IDAPA 16.05.06, "Criminal History and Background Checks".
  - A copy of this agreement.
  - Participant approved time sheets that record the hours the support broker worked.
5. The Support Broker will provide all required support broker duties outlined in Subsection 136.02 of IDAPA 16.03.13, "Consumer-Directed Services" and, as mutually agreed upon with the Participant, the optional support broker duties outlined in Subsection 136.03 of IDAPA 16.03.13, "Consumer-Directed Services."
6. The Support Broker's wage is not to exceed \$18.72 per hour. It is mutually understood that any overtime hours or services not described in the Participant's "Self-Directed Community Supports Support and Spending Plan," or described elsewhere in this agreement, are not covered by or paid through this agreement.

7. Terms and conditions of work (job duties). **Effective Date:** \_\_\_\_\_.

Please check this box if employer is requiring the support broker to specifically document activities that support billable time in writing in a manner agreed upon between the employer and the support broker and identified in the “other” section of the agreement.

| <b>Service or Task</b><br>Identify the activity that will be completed under each service or task.  | <b>Service Code</b>  | <b>Number of hours per year needed to perform this task</b> |   | <b>Wage per hour</b> |   | <b>Annual Cost</b>  |
|---|--|---|---|----------------------|---|---------------------|
| Person centered planning participation includes:  | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Developing the written Support and Spending Plan includes:  | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Helping the employer to review and monitor the budget includes:   | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Submitting the employer satisfaction documentation to the department as requested includes:   | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Participating in the quality assurance process with the department includes:  | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Helping the employer with the annual re-determination process includes:   | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Helping the employer to meet participant responsibilities includes:   | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Criminal History Check Waiver Process (example: complete waiver form, education and counseling to participant and circle of support, assist with detailing rationale for waiver and identifying how health and safety will be protected). | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| Other: Give details of job duties:  | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |   | x |                      | = | \$<br><br>Sub Total |
| <b>Total Cost of Annual Support:</b>  |  |   |   |                      |   | \$                  |

The support broker agrees not to provide or bill for services until:

- An authorized “Support and Spending Plan” has been submitted to the FEA.
- The signed “Employment Agreement” has been submitted to the FEA.
- The signed “Medicaid-Support Broker Agreement” has been submitted to the FEA.

Medicaid funding can only pay for services that are provided. Under the provision of this agreement, the employee cannot bill for holiday, vacation, or sick time taken. Overtime hours are not allowed.

The provisions of this agreement represent the entirety of the agreement between the parties. It may be amended only in writing with both parties consenting with their signatures. It is mutually understood that this is employment at will. Either party can terminate the relationship without cause with 30 days notice. This agreement can be terminated immediately at any time by the participant due to unsatisfactory support broker performance.

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Participant Signature

Date

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Legal Guardian Signature (if applicable)

Date

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Support Broker Signature

Date



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

**MEDICAID-SUPPORT BROKER AGREEMENT**

This agreement is hereby made between the Family-Directed Community Supports Option, a Medicaid Option administered by the Department of Health and Welfare (the Department), and \_\_\_\_\_, a Support Broker.

The Support Broker acknowledges that even though he/she is the employee of a participant in the Family-Directed Community Supports Option, the Department, through the Fiscal Employer Agent, is the source of payment for the Support Broker's wages for services performed under the Family-Directed Community Supports Option. Because of the unique relationships of the participant, the Department, and the Fiscal Employer Agent, the Support Broker acknowledges and agrees to the following:

1. That the Support Broker is a provider under the Idaho Medicaid Family-Directed Community Supports Option.
2. To promptly notify the Fiscal Employer Agent, of any change of address or other Support Broker contact information.
3. To accept, as payment in full for all Family-Directed Community Supports services, payments made by the Fiscal Employer Agent, and will make no additional charge except as allowed by the Medicaid Option.
4. To provide all Support Broker services according to the Participant-Support Broker Employment Agreement and all duties and responsibilities in accordance with the rules pertaining to the Support Broker contained in Idaho Administrative Procedures Act (IDAPA) 16.03.13, "Consumer-Directed Services." ↓
5. To protect the confidentiality of personal and health information relating to the participant and his participation in the Medicaid Family-Directed Community Services Option, and to release that information only on request of the participant or as otherwise allowed by law.
6. The Support Broker acknowledges that they are an employee of the participant and not an employee of the Department or the Fiscal Employer Agent, and agrees that the Support Broker is not entitled to, nor will make claim for, any employee benefits from the Department or the Fiscal Employer Agent, including worker's compensation, disability, life and/or health insurance.

The provisions of this agreement represent the entirety of the agreement between the parties. It may be amended only in writing with all parties consenting by their signature.

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Support Broker Signature

Date