

BURKHARDT & DAWSON

Certified Public Accountants

HIRING A NEW EMPLOYEE EMPLOYMENT TAX FORMS

Attached are copies of 5 forms that are required to be completed when hiring new employees and kept by the employer.

1. FEDERAL W-4

This needs to be completed by the employee. If the employee is a student they may choose to list "exempt" after line 4(c) but should consult their tax professional.

2. IOWA W-4 & Centralized Employee Registry Reporting Form

Page 1 – Employee should complete & sign. Employer should complete the bottom portion.

Page 3 – Centralized Employee Registry Reporting Form - After the form is completed the employer is required to fax or mail a copy as listed at the bottom of the form.

3. FORM I-9 – Employment Eligibility Verification

Section 1 – Employee completes if 18 years of age. If employee is a minor, an adult needs to complete and write "individual under age of 18" on the signature line. The adult needs to also complete the preparer section.

Section 2 – Employer complete, within 3 business days of the first day of work, to verify the new employee is legally in the U.S. Obtain documents as listed in List A or List B and List C to confirm the employee's identity and list documents used. The most commonly used documents are driver's license (List B) and social security card (List C).

WOTC (Work Opportunity Tax Credit) Form Instructions

Attached are copies of forms to complete when hiring a new employee eligible for the WOTC credit. This is not available if the employee has worked for the business previously or is an owner or certain related parties to the owner. The instructions below are for an employee **living** in a qualifying rural renewal county. The WOTC is also available for many other qualifying reasons as listed on the forms.

The qualifying rural renewal counties in Iowa are: Adair, Adams, Appanoose, Audubon, Butler, Calhoun, Cass, Cherokee, Clay, Emmet, Floyd, Franklin, Fremont, Hancock, Humboldt, Ida, Keokuk, Kossuth, Montgomery, Osceola, Palo Alto, Pocahontas, Poweshiek, Sac, Taylor, Union, Wayne, Winnebago, and Worth.

4. FORM 8850 – Certification Request for the Work Opportunity Credit

Page 1 - needs to be completed by the **employee**, signed and dated at the bottom. Most employees will NOT check any boxes on lines 1 thru 6.

Page 2 - needs to be completed by **employer**, signed and dated in the middle of the page. The group number is 4. This is the code for the rural renewal county.

5. FORM 9061 – Individual Characteristics Form (ICF) Work Opportunity Tax Credit

Page 1 - Employer complete items 3, 4, 5, 9, 10 and 11. Item 10 must list a per hour amount not a salary amount.

Page 1 and 2 - Employee completes items 6, 7, 8, 12 thru 21. Line 18 must also list the name of the rural renewal county the employee lives in.

Item 22 – Copies of source documents are required to be attached:

If the employee's address listed on verification documents is not correct, then proof of address must be provided if employee lives in a rural renewal county.

The methods of delivery are submitting the forms **online** or mailing both Form 8850 and Form 9061 to the following address – “Certified – Return Receipt” **within 28 days of starting employment.**

State WOTC Coordinator
Iowa Workforce Development
Division of Workforce Services
1000 E. Grand
Des Moines, IA 50319

For more information about the WOTC credit or assistance with submitting the WOTC forms online contact Burkhardt & Dawson, CPAs at 712.225.5755. We are here to help.

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.**

2021

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your 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 and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶ Employee's signature (This form is not valid unless you sign it.)		▶ _____ ▶ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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