PAYROLL FORMS INSTRUCTIONS

Please read the instructions below; then PRINT OUT, COMPLETE AND RETURN the attached payroll forms. Please follow directions CAREFULLY; mistakes on payroll documents can result in a delay of pay.

COMPLETE ALL FORMS IN BLACK INK

**W-4 Form**
Complete sections 1 thru 3; proceed to section 4, sign and date.
NOTE* Section1: COUNTY of residence – NOT COUNTRY of residence.

PLEASE NOTE:

Section 2 If claiming exemptions for Federal taxes please read line 7 and enter “exempt” otherwise you must enter total number of allowances you are claiming on line 5.

Section 3 If claiming exemptions for Maryland State taxes please read line 3 and put a check in boxes (a) and (b) enter the applicable year and enter “exempt” otherwise you must enter total number of allowances you are claiming on line 1.

**NO N/A’s or zero’s, or slashes are allowed on lines that are not being used.**

Section 4 Sign and date

REMINDER:

**1-9 Employment Eligibility Verification Form**
Complete section 1. Please provide a clear copy of the attached “Lists of Acceptable Documents” provided on the last page.

**Employee Information/Data Collection Form**

**Direct Deposit Form**

**Emergency Contact Information Form**