

# 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.**

**2026**

<b>Step 1:</b> <b>Enter Personal Information</b>	(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 <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying surviving spouse</b> <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
<b>Caution:</b> To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.			

**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 Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(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.)

<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):			
	(a) Multiply the number of qualifying children under age 17 by \$2,200 . . . . .	<b>3(a)</b>	\$	
	(b) Multiply the number of other dependents by \$500 . . . . .	<b>3(b)</b>	\$	
	Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . .	<b>3</b>	\$	
<b>Step 4:</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 . . . . .	<b>4(a)</b>	\$	
	(b) <b>Deductions.</b> Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . . .	<b>4(b)</b>	\$	
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . . . . .	<b>4(c)</b>	\$	

Exempt from withholding	I claim exemption from withholding for 2026, and I certify that I meet <b>both</b> of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027 . . . . . <input type="checkbox"/>
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<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	<b>Employee's signature</b> (This form is not valid unless you sign it.)	<b>Date</b>	

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
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# Certificado de Retenciones del Empleado

**Complete el Formulario W-4 para que su empleador pueda retener la cantidad correcta del impuesto federal sobre los ingresos de su paga.**

Department of the Treasury  
Internal Revenue Service

**Entregue el Formulario W-4 a su empleador.**  
**La cantidad de la retención de impuestos está sujeta a revisión por el IRS.**

# 2026

<b>Paso 1: Anoté Su Información Personal</b>	<p>(a) Su primer nombre e inicial del segundo nombre      Apellido</p> <p>Dirección</p> <p>Ciudad o pueblo, estado y código postal (ZIP)</p>	<p>(b) Su número de Seguro Social</p> <p><b>¿Coincide su nombre con el nombre en su tarjeta de Seguro Social? De no ser así, para asegurarse de que se le acrediten sus ganancias, comuníquese con la Administración del Seguro Social (SSA) al 800-772-1213 o acceda a <a href="http://www.ssa.gov/es">www.ssa.gov/es</a>.</b></p>
	<p>(c) <input type="checkbox"/> <b>Soltero o Casado que presenta una declaración por separado</b></p> <p><input type="checkbox"/> <b>Casado que presenta una declaración conjunta o Cónyuge sobreviviente que reúne los requisitos</b></p> <p><input type="checkbox"/> <b>Cabeza de familia</b> (Marque solamente si no está casado y paga más de la mitad del costo de mantener una vivienda para usted y una persona calificada).</p> <p><b>Precaución:</b> Para reclamar ciertos créditos o deducciones en su declaración de impuestos, usted (y/o su cónyuge, si es casado que presenta una declaración conjunta) tiene que tener un número de Seguro Social válido para trabajar. Vea la página 2 para más información.</p>	

**CONSEJO:** Considere usar el estimador de retención de impuestos en [www.irs.gov/W4AppSP](http://www.irs.gov/W4AppSP) para calcular su retención con mayor precisión para el resto del año si: está completando este formulario después del comienzo del año; espera trabajar sólo parte del año; o tiene cambios durante el año en su estado civil, número de trabajos para usted (y/o su cónyuge, si es casado que presenta una declaración conjunta), dependientes, otros ingresos (no provenientes de trabajos), deducciones o créditos. Tenga disponible(s) su(s) talón(es) de cheque(s) más reciente(s) de este año cuando use el estimador. A comienzos del próximo año, use el estimador para volver a comprobar su retención.

**Complete los Pasos 2 a 4 SOLAMENTE si le aplican a usted; de lo contrario, siga al Paso 5.** Vea la página 2 para más información sobre cada paso, quién puede reclamar la exención de la retención y cuándo usar el estimador en [www.irs.gov/W4AppSP](http://www.irs.gov/W4AppSP).

**Paso 2: Personas con Múltiples Empleos o con Cónyuges que Trabajan**

Complete este paso si (1) tiene más de un empleo a la vez o (2) está casado y presenta una declaración conjunta y su cónyuge también trabaja. La cantidad correcta de retención depende de los ingresos obtenidos de todos los empleos.

Tome **sólo una** de las siguientes opciones:

(a) Use el estimador en [www.irs.gov/W4AppSP](http://www.irs.gov/W4AppSP) para calcular su retención con la mayor precisión en este paso (y en los Pasos 3 a 4). Si usted o su cónyuge tiene ingresos del trabajo por cuenta propia, use esta opción; **o**

(b) Use la **Hoja de Trabajo para Múltiples Empleos** en la página 3 y anote el resultado en el Paso 4(c) a continuación; **o**

(c) Si sólo hay dos empleos en total, puede marcar este recuadro. Haga lo mismo en el Formulario W-4 para el otro empleo. Esta opción es, por lo general, más precisa que el Paso 2(b) si el pago del empleo con la paga más baja es mayor que la mitad del pago del empleo con la paga más alta. De lo contrario, el Paso 2(b) es la opción más precisa.

**Complete los Pasos 3 a 4(b) en el Formulario W-4 para sólo UNO de sus empleos.** Deje esos pasos en blanco para los otros empleos. (Su retención será más precisa si completa los Pasos 3 a 4(b) en el Formulario W-4 para el empleo con la paga más alta).

<b>Paso 3: Reclamación de Dependiente y Otros Créditos</b>	<p>Si su ingreso total será \$200,000 o menos (\$400,000 o menos, si es casado que presenta una declaración conjunta):</p> <p>(a) Multiplique el número de hijos calificados menores de 17 años de edad por \$2,200 . . . . . <b>3(a)</b> \$</p> <p>(b) Multiplique el número de otros dependientes por \$500 . . . . . <b>3(b)</b> \$</p> <p>Sume las cantidades de los Pasos 3(a) y 3(b), más la cantidad de otros créditos. Anote el total aquí . . . . . <b>3</b> \$</p>	
<b>Paso 4: Otros Ajustes</b>	(a) <b>Otros ingresos (no provenientes de trabajos).</b> Si desea que se le retengan impuestos por otros ingresos que espera este año que no tendrán retenciones, anote aquí la cantidad de los otros ingresos. Esto puede incluir intereses, dividendos e ingresos por jubilación . . . . . <b>4(a)</b> \$	
	(b) <b>Deducciones.</b> Use la <b>Hoja de Trabajo para Deducciones</b> en la página 4 para determinar la cantidad de las deducciones que puede reclamar, lo cual reducirá su retención. (Si omite esta línea, su retención se basará en la deducción estándar). Anote el resultado aquí . . . . . <b>4(b)</b> \$	
	(c) <b>Retención adicional.</b> Anote todo impuesto adicional que desee que se le retenga en cada período de pago . . . . . <b>4(c)</b> \$	



Exento de la retención	Reclamo exención de la retención para 2026 y certifico que cumplo con <b>ambas</b> condiciones para la exención para 2026. Vea <b>Exención de la retención</b> en la página 2. Entiendo que necesitaré completar un nuevo Formulario W-4 para 2027 . . . <input type="checkbox"/>		
<b>Paso 5: Firme Aquí</b>	Bajo pena de perjurio, declaro haber examinado este certificado, y que, a mi leal saber y entender, es verídico, correcto y completo.		
	<b>Firma del empleado</b> (Este formulario no es válido a menos que usted lo firme).		<b>Fecha</b>
<b>Para Uso Exclusivo del Empleador</b>	Nombre y dirección del empleador	Primera fecha de empleo	Número de identificación del empleador (EIN)

Massachusetts Department of Revenue

Form M-4

Massachusetts Employee's Withholding Exemption Certificate

Print full name Social Security number

Home address

City/Town State Zip

Employee: File this form with your employer. Otherwise, Massachusetts income taxes will be withheld from your wages without exemptions.

Employer: Keep this certificate with your records. If the employee is believed to have claimed excessive exemptions, the Massachusetts Department of Revenue should be so advised.

How to Claim Your Withholding Exemptions

- 1 Your personal exemption. Enter "1" or, if you are age 65 or over or will be before next year, enter "2" ... 1 [ ]
2 If married and if exemption for spouse is allowed, enter "4" in line 2. If your spouse is age 65 or over or will be before next year and if otherwise qualified, enter "5." See Instruction C below ... 2 [ ]
3 Enter the number of qualified dependents. See Instruction D below ... 3 [ ]
4 Total number of withholding exemptions. Add lines 1 through 3 ... 4 [ ]
5 Additional withholding per pay period under agreement with your employer ... 5 [ ]
A. Fill in you will file as head of household.
B. Fill in you are blind.
C. Fill in your spouse if blind and not subject to withholding.
D. Fill in you are a full-time student engaged in seasonal, part-time, or temporary employment whose estimated annual income will not exceed \$8,000. Employer: Do not withhold if D is filled in.

General Information

A. Number. The more exemptions you claim on this certificate, the less tax withheld from your employer. If you claim more exemptions than you are entitled to, civil and criminal penalties may be imposed. However, you may claim a smaller number of exemptions without penalty. If you do not file a certificate, your employer must withhold on the basis of no exemptions.

If you expect to owe more income tax than will be withheld, you may either claim a smaller number of exemptions or enter into an agreement with your employer to have additional amounts withheld.

You should claim the total number of exemptions to which you are entitled to prevent excessive overwithholding, unless you have a significant amount of other income. Underwithholding may result in owing additional taxes to the Commonwealth at the end of the year.

If you work for more than one employer at the same time, you must not claim any exemptions with employers other than your principal employer.

If you are married and if your spouse is subject to withholding, each may claim a personal exemption.

B. Changes. You may file a new certificate at any time if the number of exemptions increases. You must file a new certificate within 10 days if the number of exemptions previously claimed by you decreases. For example,

if during the year your dependent son's income indicates that you will not provide over half of his support for the year, you must file a new certificate.

C. Spouse. If your spouse is not working or if she or he is working but not claiming the personal exemption or the age 65 or over exemption, generally you may claim those exemptions in line 2. However, if you are planning to file separate annual tax returns, you should not claim withholdingg exemptions for your spouse or for any dependents that will not be claimed on your annual tax return.

If claiming a spouse, write "4" in line 2. Entering "4" makes a withholding system adjustment for the \$4,400 exemption for a spouse.

D. Dependent(s). You may claim an exemption in line 3 for each individual who qualifies as a dependent under the Federal Income Tax Law. In addition, if one or more of your dependents will be under age 12 at year end, add "1" to your dependents total for line 3.

You are not allowed to claim "federal withholding deductions and adjustments" under the Massachusetts withholding system.

If you have income not subject to withholding, you are urged to have additional amounts withheld to cover your tax liability on such income. See line 5.

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Signature Date





**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 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. An alien 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>    <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)					

**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.

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

**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 Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C 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, sex, 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, sex, 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  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>.  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.</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 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> .
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**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> )	
<b>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.</b>			
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> )	
<b>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.</b>			
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> )	
<b>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.</b>			
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.



# 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> .
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**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



# Instructions for Form I-9, 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

**Anti-Discrimination Notice:** Employers must allow all employees to choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information entered in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or **Supplement B, Reverification and Rehire**. Employees do NOT need to prove their citizenship, immigration status, or national origin when establishing their employment authorization for Form I-9 or E-Verify. Requesting such proof or any specific document from employees based on their citizenship, immigration status, or national origin, may be illegal. Similarly, discriminating against employees in hiring, firing, recruitment, or referral for a fee, based on citizenship, immigration status, or national origin may be illegal. Employers should not reject acceptable documentation due to a future expiration date. For more information on how to avoid discrimination or how to report it, contact the Immigrant and Employee Rights Section in the Department of Justice's Civil Rights Division at [www.justice.gov/ier](http://www.justice.gov/ier).

## Purpose of Form I-9

Employers and employees must complete their respective sections of Form I-9. The form is used to document verification of the identity and employment authorization of each new employee (both U.S. citizen and alien) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document the verification of the identity and employment authorization of each new employee (both U.S. citizen and alien) hired after November 27, 2011.

## Definitions

**Employee:** A person who performs labor or services in the United States for an employer in return for wages or other remuneration. The term “employee” does not include individuals who do not receive any form of remuneration (e.g., volunteers), independent contractors, or those engaged in certain casual domestic employment.

**Employer:** A person or entity, including an agent or anyone acting directly or indirectly in the interest thereof, who engages the services or labor of an employee to be performed in the United States for wages or other remuneration. This includes recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

**Authorized Representative:** Any person an employer designates to complete and sign Form I-9 on the employer's behalf. Employers are liable for any statutory and regulatory violations made in connection with the form or the verification process, including any violations committed by any individual designated to act on the employer's behalf.

**Preparer and/or Translator:** Any individual who helps the employee complete or translates **Section 1** for the employee.

## General Instructions

**Filing Fee.** See Form G-1055, available at [www.uscis.gov/forms](http://www.uscis.gov/forms), for specific information about the fees applicable to this form.

Form I-9 consists of:

- **Section 1:** Employee Information and Attestation
- **Section 2:** Employer Review and Verification
- Lists of Acceptable Documents
- Supplement A, Preparer and/or Translator Certification for Section 1
- Supplement B, Reverification and Rehire (formerly Section 3)

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## EMPLOYEES

Employees must complete and sign **Section 1** of Form I-9 no later than the first day of employment (i.e., the date the employee begins performing labor or services in the United States in return for wages or other remuneration). Employees may complete **Section 1** before the first day of employment, but cannot complete the form before acceptance of an offer of employment.

## EMPLOYERS

Employers in the United States, except Puerto Rico, must complete the English-language version of Form I-9. Only employers located in Puerto Rico may complete the Spanish-language version of Form I-9 instead of the English-language version. Any employer may use the Spanish-language form and instructions as a translation tool.

All employers must:

- Make the instructions for Form I-9 and Lists of Acceptable Documents available to the employee when completing the Form I-9 and when requesting that the employee present documentation to complete Supplement B, Reverification and Rehire. See page 5 for more information.
- Ensure that the employee completes **Section 1**.
- Complete **Section 2** within three business days after the employee's first day of employment. If you hire an individual for less than three business days, complete **Section 2** no later than the first day of employment.
- Complete Supplement B, Reverification and Rehire when applicable.
- Leave a field blank if it does not apply and allow employees to leave fields blank in **Section 1**, where appropriate.
- Retain completed forms. You are not required to retain or store the page(s) containing the Lists of Acceptable Documents or the instructions for Form I-9. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Additional guidance about how to complete Form I-9 may be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) and on [I-9 Central](#).

### Section 1: Employee Information and Attestation

#### Step 1: Employee completes Section 1 no later than the first day of employment.

- All employees must provide their current legal name, complete address, and date of birth. If other fields do not apply, leave them blank.
- When completing the name fields, enter your current legal name and any last names you previously used, including any hyphens or punctuation. If you only have one name, enter it in the Last Name field and then enter "Unknown" in the First Name field.
- Providing your 9-digit Social Security number in the Social Security number field is voluntary, unless your employer participates in E-Verify. See page 5 for instructions related to E-Verify. Do not enter an Individual Taxpayer Identification Number (ITIN) as your Social Security number.

#### Step 2: Attest to your citizenship or immigration status.

You must select one box to attest to your citizenship or immigration status.

- 1. A citizen of the United States.**
- 2. A noncitizen national of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
- 3. A lawful permanent resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.

Conditional residents should select this status. Asylees and refugees should NOT select this status; they should instead select "An alien authorized to work." If you select "lawful permanent resident," enter your 7- to 9-digit USCIS Number (A-Number) in the space provided.

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**4. An alien authorized to work:** An individual who has authorization to work but is not a U.S. citizen, noncitizen national, or lawful permanent resident.

If you select this box, enter the date that your employment authorization expires, if any, in the space provided. In most cases, your employment authorization expiration date is found on the documentation evidencing your employment authorization. If your employment authorization documentation has been automatically extended by the issuing authority, enter the expiration date of the automatic extension in this space.

- Refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other aliens authorized to work whose employment authorization does not have an expiration date, should enter N/A in the Expiration Date field.

Employees who select "an alien authorized to work" must enter **one** of the following to complete **Section 1**:

- (1) **USCIS Number/A-Number** (7 to 9 digits);
- (2) **Form I-94 Admission Number** (11 digits); or
- (3) **Foreign Passport Number and the Country of Issuance**

Your employer may not ask for documentation to verify the information you entered in **Section 1**.

**Step 3: Sign and enter the date you signed Section 1. Do NOT back-date this field.**

**Step 4: Preparer and/or translator completes a Preparer and/or Translator Certification, if applicable.**

If a preparer and/or translator assists an employee in completing Section 1, that person must complete a Certification area on Supplement A, Preparer and/or Translator Certification for Section 1, located on Page 3 of Form I-9. There is no limit to the number of preparers and/or translators an employee may use. Each preparer and/or translator must complete and sign a separate Certification area. Employers must ensure that they retain any additional pages with the employee's completed Form I-9. If the employee does not use a preparer or translator, employers are not required to provide or retain Supplement A.

**Step 5: Present Form I-9 Documentation**

Within three business days after your first day of employment, you, the employee, must present to your employer original, acceptable, and unexpired documentation that establishes your identity and employment authorization. For example, if you begin employment on Monday, you must present documentation on or before the Thursday of that week. However, if you were hired to work for less than three business days, you must present documentation no later than the first day of employment.

Choose which documentation to present to your employer from the Lists of Acceptable Documents. An employer cannot specify which documentation you may present from the Lists of Acceptable Documents. You may present either: 1.) one selection from List A or 2.) a combination of one selection from List B and one selection from List C. In certain cases, you may also present an acceptable receipt for List A, B, or C documents. For more information on receipts, refer to the M-274.

- List A documentations show both identity and employment authorization. Some documentation must be presented together to be considered acceptable List A documentation. If you present acceptable List A documentation, you should not be asked to present List B and List C documentation.
- List B documentation shows identity only and List C documentation shows employment authorization only. If you present acceptable List B and List C documentation, you should not be asked to present List A documentation. Guidance is available in the M-274 if you are under the age of 18 or have a disability (special placement) and cannot provide List B documentation.

Your employer must physically examine the documentation you present to complete Form I-9, or examine them consistent with an alternative procedure authorized by the Secretary of DHS. If your documentation reasonably appears to be genuine and to relate to you, your employer must accept the documentation. If your documentation does not reasonably appear to be genuine or to relate to you, your employer must reject it and provide you with an opportunity to present other documentation. Your employer may choose to make copies of your documentation, but must return the original(s) to you. Your employer may not ask for documentation to verify the information you entered in **Section 1**.

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## Section 2: Employer Review and Verification

Before completing **Section 2**, you, the employer, should review **Section 1**. If you find any errors or missing information in **Section 1**, the employee must correct the error, and then initial and date the correction.

You may designate an authorized representative to act on your behalf to complete **Section 2**.

You or your authorized representative must complete **Section 2** by physically examining evidence of the employee's identity and employment authorization within three business days after the employee's first day of employment. For example, if an employee begins employment on Monday, you must review the employee's documentation and complete **Section 2** on or before the Thursday of that week. However, if the individual will work for less than three business days, **Section 2** must be completed no later than the first day of employment.

### Step 1: Enter information from the documentation the employee presents.

You, the employer or authorized representative, must either physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, the original, acceptable, and unexpired documentation the employee presents from the Lists of Acceptable Documents to complete the applicable document fields in **Section 2**. You cannot specify which documentation an employee may present from these Lists of Acceptable Documents. A document is acceptable if it reasonably appears to be genuine and to relate to the person presenting it. Photocopies, except for certified copies of birth certificates, are not acceptable for Form I-9. Employees must present one selection from List A or a combination of one selection from List B and one selection from List C.

You may use common abbreviations for states, document titles, or issuing authorities, such as: “DL” for driver's license, and “SSA” for Social Security Administration. Refer to the M-274 for abbreviation suggestions.

### List A documentation shows both identity and employment authorization.

- Enter the required information from the List A documentation in the first set of document entry fields in the List A column. Some List A documentation consists of a combination of documents that must be presented together to be considered acceptable List A documentation. If the employee presents a combination of documents for List A, use the second and third sets of document entry fields in the List A column. Use the Additional Information space, as necessary, for additional documents. When entering document information in this space, ensure you record all available document information, such as the document title, issuing authority, document number and expiration date.
- If an employee presents acceptable List A documentation, do not ask the employee to present List B and List C documentation.

### List B documentation shows identity only, and List C documentation shows employment authorization only.

- If an employee presents acceptable List B and List C documentation, enter the required information from the documentation under each corresponding column and do not ask the employee to present List A documentation.
- If an employee under the age of 18 or with disabilities (special placement) cannot provide List B documentation, see the M-274 for guidance.

In certain cases, the employee may present an acceptable receipt for List A, B, or C documentation. For more information on receipts, refer to the Lists of Acceptable Documents and the M-274.

### Photocopies

- You may make photocopies of the documentation examined but must return the original documentation to the employee.
- You must retain any photocopies you make with Form I-9 in case of an inspection by DHS, the Department of Labor, or the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section.

### Step 2: Enter additional information, if necessary.

Use the Additional Information field to record any additional information required to complete **Section 2**, or any updates that are necessary once **Section 2** is complete. Initial and date each additional notation. See the M-274 for more information. Such notations include, but are not limited to:

- 
- Those required by DHS, such as extensions of employment authorization or a document's expiration date.
  - Replacement document information if a receipt was previously presented.
  - Additional documentation that may be presented by certain nonimmigrant employees.

You may also enter optional information, such as termination dates, form retention dates, and E-Verify case numbers, if applicable.

**Step 3: Select the box in the Additional Information area if you used an alternate procedure for document examination authorized by the Secretary of DHS.**

You must select this box if you used an alternative procedure authorized by DHS to examine the documents. You may refer to the M-274 for guidance on implementing alternative procedures for document examination approved by the Secretary of DHS.

**Step 4: Complete the employer certification.**

Employers or their authorized representatives, if applicable, must complete all applicable fields in this area, and sign and date where indicated.

### **Reverification and Rehire**

To reverify an employee's work authorization or document an employee's rehire, use Supplement B, Reverification and Rehire (formerly Section 3). Employers need only complete and retain the supplement page when employment authorization reverification is required. Employers may choose to document a rehire on the supplement as well. Enter the employee's name at the top of each supplement page you use. In the New Name field, record any change the employee reports at the time of reverification or rehire. Use a new section of the supplement for each instance of a reverification or rehire, sign and date that section when completed, and attach it to the employee's completed Form I-9. Use additional supplement pages as necessary. Use the Additional Information fields if the employee's documentation presented for reverification requires future updates.

#### **Reverifications**

When reverification is required, you must reverify the employee by the earlier of the employment authorization expiration date stated in Section 1 (if any), or the expiration date of the List A or List C employment authorization documentation recorded in Section 2. Employers should complete any subsequent reverifications, if required, by the expiration date of the List A or List C documentation entered during the employee's most recent reverification.

For reverification, employees must present acceptable documentation from either List A or List C showing their continuing authorization to work in the United States. You must allow employees to choose which acceptable documentation to present for reverification. Employees are not required to show the same type of document they presented previously. Enter the documentation information in the appropriate fields provided.

You should not reverify the employment authorization of U.S. citizens and noncitizen nationals, or lawful permanent residents (including conditional residents) who presented a Permanent Resident Card (Form I-551) or other employment authorization documentation that is not subject to reverification (such as an unrestricted Social Security card). Reverification does not apply to List B documentation. Reverification may not apply to certain aliens. See the M-274 for more information about when reverification may not be required.

#### **Rehires**

If you rehire an employee within three years from the date the employee's Form I-9 was first completed, you may complete the supplement and attach it to the employee's previously completed Form I-9. If the employee remains employment-authorized, as indicated on the previously completed Form I-9, record the date of rehire and any name changes. If the employee's employment authorization or List A or C documents have expired, you must reverify the employee as described above.

Alternatively, you may complete a new Form I-9 for rehired employees. You must complete a new Form I-9 for any employee you rehired more than three years after you originally completed a Form I-9 for that employee.

## Employee and Employer Instructions Related E-Verify

E-Verify uses Form I-9 information to confirm employees' employment eligibility. For more information, go to [www.e-verify.gov](http://www.e-verify.gov) or contact us at [www.e-verify.gov/contact-us](http://www.e-verify.gov/contact-us).

For employees of employers who participate in E-Verify:

- You must provide your Social Security number in the Social Security number field in **Section 1**.
  - If you have applied for, but have not yet received, your Social Security number, you should leave the field blank until you receive the number. Update this field once you receive it, and initial and date the notation.
  - If you can present acceptable identity and employment authorization documentation to complete Form I-9, you may begin working while waiting to receive your Social Security number.
- Providing your email address and telephone number in **Section 1** will allow you to receive notifications associated with your E-Verify case.
- If you present a List B document to your employer, it must contain a photograph.

For E-Verify employers:

- Ensure employees enter their Social Security number in **Section 1**.
- You must only accept List B documentation that contains a photograph. This applies to individuals under the age of 18 and individuals with disabilities.
- You must retain photocopies of certain documentation.

## USCIS Forms and Information

Employers may photocopy or print blank Forms I-9. To ensure you are using the latest version of this form and corresponding instructions, visit the USCIS website at [www.uscis.gov/i-9](http://www.uscis.gov/i-9). You may order paper forms at [www.uscis.gov/forms/forms-by-mail](http://www.uscis.gov/forms/forms-by-mail) or by contacting the USCIS Contact Center at **1-800-375-5283** or **1-800-767-1833** (TTY).

For additional guidance about Form I-9, employers and employees should refer to the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#) or USCIS' Form I-9 website at [www.uscis.gov/i-9-central](http://www.uscis.gov/i-9-central).

You can obtain information about Form I-9 by e-mailing USCIS at [I-9Central@uscis.dhs.gov](mailto:I-9Central@uscis.dhs.gov). Employers may call **1-888-464-4218** or **1-877-875-6028** (TTY). Employees may call the USCIS employee hotline at **1-888-897-7781** or **1-877-875-6028** (TTY).

## Retaining Completed Forms I-9

An employer must retain Form I-9, including any supplement pages, on which the employee and employer (or authorized representative) entered data, as well as any photocopies made of the documentation the employee presented, for as long as the employee works for the employer. When employment ends, the employer must retain the individual's Form I-9 and all attachments for one year from the date employment ends, or three years after the first day of employment, whichever is later. In the case of recruiters or referrers for a fee (only applicable to those that are agricultural associations, agricultural employers, or farm labor contractors), the retention period is three years after the first day of employment.

Completed Forms I-9 and all accompanying documents should be stored in a safe and secure location. Employers should ensure that the information employees provide on Form I-9 is used only as stated in the DHS Privacy Notice below.

Form I-9 may be generated, signed, and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR section 274a.2. Employers creating, modifying, or storing Form I-9 electronically are encouraged to review these and any other relevant standards for electronic signature, and the indexing, security, and documentation of electronic Form I-9 data.

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## Penalties

Employers may be subject to penalties if Form I-9 is not properly completed or for employment discrimination occurring during the employment eligibility verification process. See 8 U.S.C. section 1324a and section 1324b, 8 CFR section 274a.10 and 28 CFR Part 44. Individuals may also be prosecuted for knowingly and willfully entering false information, or for presenting fraudulent documentation, to complete Form I-9.

**Employees:** By signing **Section 1** of this form, employees attest under penalty of perjury (28 U.S.C. section 1746) that the information they provided, along with the citizenship or immigration status they select, and all information and documentation they provide to their employer, is true and correct, and they are aware that they may face penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. Further, falsely attesting to U.S. citizenship may subject employees to penalties or removal proceedings, and may adversely affect an employee's ability to seek future immigration benefits.

**Employers:** By signing **Sections 2 and 3**, as applicable, employers attest under penalty of perjury (28 U.S.C. section 1746) that they have physically examined the documentation presented by the employee, that the documentation reasonably appears to be genuine and to relate to the employee named, that to the best of their knowledge the employee is authorized to work in the United States, that the information they enter in **Section 2** is complete, true, and correct to the best of their knowledge, and that they are aware that they may face civil or criminal penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing Form I-9.

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## DHS Privacy Notice

**AUTHORITIES:** The information requested on this form, and the associated documents, are collected under the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a).

**PURPOSE:** The primary purpose for providing the requested information on this form is for employers to verify your identity and employment authorization. Consistent with the requirements of the Immigration Reform and Control Act of 1986, employers use the Form I-9 to document the verification of the identity and employment authorization for new employees to prevent the unlawful hiring, or recruiting or referring for a fee, of individuals who are not authorized to work in the United States. This form is completed by both the employer and the employee and is ultimately retained by the employer.

**DISCLOSURE:** The information employees provide is voluntary. However, failure to provide the requested information, including your Social Security number (if applicable), and any requested evidence, may result in termination of employment. Failure of the employer to ensure proper completion of this form may result in the imposition of civil or criminal penalties against the employer. In addition, knowingly employing individuals who are not authorized to work in the United States may subject the employer to civil and/or criminal penalties.

**ROUTINE USES:** This information will be used by employers as a record of their basis for determining eligibility of an individual to work in the United States. The employer must retain this completed form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section. USCIS does not store Form I-9 data obtained from external employers or retrieve the information by a personal identifier. DHS may share the information you provide on this form and any additional requested evidence with authorized organizations. DHS follows approved routine uses described in the associated published system of records notice [DHS/USCIS-011 E-Verify, June 18, 2019, 84 FR 28326] and the privacy impact assessments [DHS/USCIS/PIA-036(b) Form I-9 Employment Eligibility Verification Update]. A complete list of the routine uses can be found in the system of records notice associated with this form at <http://www.dhs.gov/system-records-notices-sorns>. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

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**Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 34 minutes per response, when completing the form manually, and 25 minutes per response when using a computer to aid in completion of the form, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop Number 2140, Camp Springs, MD 20588-0009; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

# Personal Care Attendant Provider Agreement

**MassHealth**

THE COMMONWEALTH OF MASSACHUSETTS  
Executive Office of Health and Human Services

## Instructions and Important Information

- All Personal Care Attendants (PCAs) in the MassHealth PCA Program must read, sign, and return this form to their employer (the PCA consumer).
- The PCA's employer (the PCA consumer) must submit this form to the fiscal intermediary (FI), along with all other paperwork required by the FI and MassHealth.
- The PCA must complete and return all required paperwork before receiving payment as part of the PCA Program.
- MassHealth does not cover PCA services when:
  - The PCA consumer is in an inpatient facility, such as a hospital or nursing facility; or
  - The amount of time that has been authorized by MassHealth has been exhausted or is insufficient.
- **The PCA must read, sign, and return this agreement before receiving payment as part of the PCA Program.**

## Provider Agreement

By signing below, I agree to the following:

1. I understand that, as a PCA provider, I must comply with the PCA provider eligibility requirements at 130 CMR 422.404(A)(1) and in accordance with the PCA provider scope of services at 130 CMR 422.404(B)(1) and 422.419(C).
2. **I understand that my employer is the PCA consumer. My employer is NOT MassHealth or the Fiscal Intermediary (FI).** My employer is responsible for hiring, firing, training, and scheduling PCA providers. My employer may select another person (a surrogate or administrative proxy) to help manage his or her PCA services. I must notify my employer and the surrogate or administrative proxy (if any), of any changes in my circumstances that would affect my ability to perform my duties as a PCA provider.
3. I understand that I must provide proof of my identity to my employer to complete the Employment Eligibility Verification form (Form I-9), which the Department of Homeland Security requires all employees to complete. (The FI will give my employer this form.)
4. I understand that I must comply with MassHealth regulations for the submission of Activity Forms (also known as "timesheets"), including the use of Electronic Visit Verification system, as specified by MassHealth.
5. I understand that the FI will process payroll for my employer. I understand that I must enroll in Direct Deposit, but may also enroll in payroll debit card, unless I have applied for and received an exemption to receive payment by paper check—if receiving payment by paper check, I acknowledge that the FI will issue a check in my name and send it to my employer (the PCA Consumer).
6. I understand it is my responsibility to immediately notify the FI and my employer (the PCA consumer) if any of my contact information changes, such as my name, address, email, phone number, or other information. I must immediately provide my updated contact information to my employer (the PCA consumer) and the FI any time this information changes.
7. I understand that the MassHealth PCA program pays for personal care services provided by a PCA only when the PCA provider provides physical assistance with activities of daily living (ADLs) or instrumental activities of daily living (IADLs) to an eligible PCA consumer who has obtained prior authorization from MassHealth for PCA services. PCA services must be provided in accordance with the PCA consumer's Prior Authorization, as well as the authorized PCA evaluation or reevaluation, service agreement, and MassHealth regulations at 130 CMR 422.410.

8. I understand that ADLs include physically assisting the PCA consumer with transferring, walking, using medical equipment, taking medications, bathing and grooming, dressing and undressing, passive range-of-motion exercises, eating, and toileting. I understand that IADLs include household services that are instrumental to the PCA consumer's PCA care needs such as laundry, shopping, housekeeping, meal preparation and cleanup, transportation to medical appointments, activities such as maintenance of wheelchairs or other medical equipment, completing the paperwork required for receiving PCA services, and other activities approved by MassHealth as being instrumental to the health care needs of the PCA consumer.
9. I understand that my employer (the PCA consumer) will tell me which of these tasks they require for me to provide physical assistance.
10. I understand that I must adhere to weekly hour limits when working for one or more consumers. PCA providers are limited to working no more than 50 hours in total per week, unless the PCA Consumer(s) I work for have received an overtime approval, pursuant to 130 CMR 422.418(A).
11. I understand that I may be subject to sanction, such as suspension or termination as a PCA provider, for failure to comply with the MassHealth PCA program regulation at 130 CMR 422.000, including, but not limited to, failure to provide services covered by the MassHealth PCA provider, repeated failure to work within the weekly hour limit or authorized overtime hours, provider eligibility requirements, or other program requirements.
12. I understand that I cannot be paid as a PCA provider if I am a spouse, parent (if the PCA consumer is a minor child), surrogate or administrative proxy, foster parent, or legally responsible relative of the PCA consumer (including a relative who is a legal guardian).

**In providing MassHealth covered PCA services to my employer (the PCA Consumer), I agree to the following:**

13. If my employer has an advance directive concerning the provision of care in the event he or she becomes incapacitated, I agree to respect the terms of the advance directive, unless, as a matter of conscience, I cannot implement an advance directive. I agree not to condition the provision of care or otherwise discriminate against my employer based on whether or not the individual has executed an advance directive. I understand that I am not required to provide care that conflicts with an advanced directive.
14. I agree to keep any records that are necessary to show the extent of the services I provide to my employer (the PCA Consumer), including Activity Forms (also called "timesheets").
15. I agree to furnish, upon request, copies of records in my possession and any information regarding payments I claimed for furnishing PCA services to my employer, to the Medicaid agency, the Secretary of the U.S. Department of Health and Human Services, or the State Medicaid fraud control unit.

**I agree to comply with the disclosure requirements contained in 42 CFR Part 455, Subpart B, as follows:**

16. Pursuant to 42 CFR 455.104(a)(3), I am identifying below any other MassHealth provider entity in which I have ownership or control. A "MassHealth provider entity could include any provider type enrolled with MassHealth, including a Home Health agency, an Adult Foster Care agency, or any other provider type. Please complete this information on Page 3, below.
17. If requested by MassHealth, I agree to provide information about business transactions in accordance with 42 CFR 455.105.
18. In accordance with state statute M.G.L. c.118E, § 36, and federal requirement, 42 CFR 455.106, by signing this form, I am stating that I have not been convicted of a criminal offense related to my involvement in any program under Medicare, Medicaid, or the title XX services program.
19. I understand that certain relationships between me and my employer (the PCA consumer) may affect my tax exemption status. I understand that any tax exemption status resulting from my relationship with my employer is mandatory, based on applicable Federal and State tax rules. I understand that the FI is required to follow all Federal and State rules regarding tax withholding, and the FI cannot change such rules.

## Provider Information and Attestation

Please check one option:

The following describes my relationship to my employer (the PCA consumer). Please check ONLY one:
<input type="radio"/> I am <u>not</u> related to my consumer-employer
<input type="radio"/> I am my consumer-employer's daughter or son
<input type="radio"/> I am my consumer-employer's daughter-in-law or son-in-law
<input type="radio"/> I am my consumer-employer's parent
<input type="radio"/> I am related to my consumer in a different way (please explain):

Please check one option:

Pursuant to 42 CFR 455.104(a)(3), I am identifying below any other MassHealth provider entity in which I have ownership or control. A "MassHealth provider entity could include any provider type enrolled with MassHealth, including a Home Health agency, an Adult Foster Care agency, or any other provider type. Please check one:

- I DO NOT have ownership or control of any other MassHealth provider entity
- I DO have ownership or control of any other MassHealth provider entity. The information for such entity/entities is as follows:

---

Please complete and attest to the following information:

I certify under pains and penalties of perjury that the information on this signature form, and any accompanying statement that I have provided, has been reviewed and signed by me, and is true, accurate, and complete to the best of my knowledge. I also certify that I understand my duties, rights, and responsibilities as a PCA and that all the information I have provided to my employer (the PCA consumer), to the fiscal intermediary, to the personal care management agency, or to MassHealth is true and accurate to the best of my knowledge. I understand that I may be subject to civil penalties or criminal prosecution for any falsification, omission, or concealment of any material fact contained herein.

I attest to all the above information, and agree to accept the position of personal care attendant (PCA) provider for:

---

*(Print name of PCA consumer)*

**PCA Provider Signature:** \_\_\_\_\_

**PCA Provider Printed Name:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

# Asistente de Cuidados Personales (PCA)

## Acuerdo de servicios

### Instrucciones e información importante

- Todos los Asistentes de Cuidados Personales (PCA) del Programa de PCA de MassHealth deben leer, firmar y enviar este formulario a su empleador (el consumidor de servicios de PCA).
- El empleador del PCA (el consumidor de servicios de PCA) debe presentar este formulario al Intermediario Fiscal (FI), junto con todos los demás documentos requeridos por el FI y MassHealth.
- El PCA debe completar y enviar toda la documentación requerida antes de recibir su sueldo como participantes del Programa de PCA.
- MassHealth no cubre los servicios de PCA si:
  - El consumidor de servicios de PCA está en un centro hospitalario, tal como un hospital o un centro de enfermería especializada; o
  - Ya se utilizó todo el tiempo que autorizó MassHealth o fue insuficiente.
- **El PCA debe leer, firmar y enviar este contrato antes de recibir su sueldo como participante del Programa de PCA.**

### Acuerdo de servicios

#### Al firmar a continuación, acepto lo siguiente:

1. Yo entiendo que, como proveedor de servicios de PCA, debo cumplir con los requisitos de elegibilidad para proveedores de servicios de PCA estipulados en 130 CMR 422.404(A)(1) y conforme al campo profesional para proveedores de servicios de PCA estipulado en 130 CMR 422.404(B)(1) y 422.419(C).
2. **Yo entiendo que mi empleador es el consumidor de servicios de PCA. Mi empleador NO es MassHealth ni el Intermediario Fiscal (FI).** Mi empleador es responsable de contratar, despedir, capacitar y programar a los proveedores de servicios de PCA. Mi empleador puede elegir a otra persona (un representante o apoderado administrativo) para ayudarlo a administrar sus servicios de PCA. Yo debo notificar a mi empleador y al representante o apoderado administrativo (si lo hubiera), de cualquier cambio en mi situación que afectaría mi capacidad de realizar mis labores como proveedor de servicios de PCA.
3. Entiendo que yo debo proporcionar comprobantes de mi identidad a mi empleador para completar el formulario de Verificación de Elegibilidad de Empleo (Formulario I-9), que debe ser completado por todos los empleados como requisito del Departamento de Seguridad Nacional (DHS). (El FI debe entregar este formulario al empleador.)
4. Entiendo que debo cumplir con los reglamentos de MassHealth sobre la presentación de los Formularios de Actividades (también llamadas “planillas de horas trabajadas”), incluido el uso del sistema de Verificación Electrónica de Visitas (EVV), según lo especificado por MassHealth.
5. Entiendo que el FI procesará la nómina a nombre de mi empleador. Entiendo que debo inscribirme en Depósito Directo, pero que también puedo inscribirme con una tarjeta de débito para la nómina, a menos que yo haya solicitado una exención y la haya recibido para obtener mi salario con un cheque impreso (en papel) —si recibiera mi sueldo con cheques impresos, yo reconozco que el FI emitirá un cheque a mi nombre y lo enviará a mi empleador (el consumidor de servicios de PCA).

6. Entiendo que es mi obligación notificar inmediatamente al FI y a mi empleador (el consumidor de servicios de PCA) si cambiara mi información de contacto, como mi nombre, dirección, correo electrónico, número de teléfono y cualquier otra información. Yo debo proporcionar inmediatamente mi información de contacto actualizada a mi empleador (el consumidor de servicios de PCA) y al FI cada vez que cambie dicha información.
7. Entiendo que el Programa de PCA de MassHealth paga por los servicios de cuidados personales prestados por un PCA solamente cuando el proveedor de servicios de PCA brinda asistencia física con las actividades de la vida diaria (ADL) o las actividades instrumentales de la vida diaria (IADL) a un consumidor de servicios de PCA elegible que haya obtenido una autorización previa (PA) de MassHealth para dichos servicios de PCA. Los servicios de PCA deben prestarse conforme a la Autorización previa (PA) de consumidor de servicios de PCA, y también conforme a la evaluación o reevaluación autorizada de servicios de PCA, el acuerdo de servicios y los reglamentos de MassHealth estipulados en 130 CMR 422.410.
8. Entiendo que las ADL incluyen asistir físicamente al consumidor de servicios de PCA para trasladar el cuerpo, caminar, usar equipo médico, tomar medicamentos, bañarse e higiene personal, vestirse y desvestirse, ejercicios pasivos de rango de movimiento, comer e ir al baño. Entiendo que las IADL incluyen servicios en el hogar que son esenciales a las necesidades de servicios de PCA de consumidor, tales como: lavado de ropa, compras, limpieza, hacer comidas y ordenar, transporte a citas médicas; actividades tales como: mantenimiento de sillas de ruedas u otro equipo médico, realizar los trámites requeridos para recibir servicios de PCA; y otras actividades aprobadas por MassHealth que sean instrumentales a las necesidades de atención de salud del consumidor de servicios de PCA.
9. Entiendo que mi empleador (el consumidor de servicios de PCA) me informará de las tareas que requieran que yo brinde asistencia física.
10. Entiendo que yo debo cumplir con los topes de horas semanales cuando trabaja para uno o más consumidores. Los proveedores de servicios de PCA no pueden trabajar más de un total de 50 horas por semana, a menos que el/los consumidor/es de servicios de PCA para quien/es trabaje tengan la aprobación para las horas extra, conforme a 130 CMR 422.418(A).
11. Entiendo que podría estar sujeto a sanciones, tales como la suspensión o la terminación de la relación de trabajo como proveedor de servicios de PCA, por no cumplir con el reglamento del Programa de PCA de MassHealth PCA estipulado en 130 CMR 422.000, por ejemplo, no prestar los servicios cubiertos por el proveedor de servicios de PCA de MassHealth, reiteradas faltas de cumplimiento del trabajo dentro del tope de horas semanales o de las horas extra autorizadas, de los requisitos de elegibilidad del proveedor o de cualquier otro requisito del programa.
12. Entiendo que no puedo recibir salario como proveedor de servicios de PCA si soy el cónyuge, padre o madre (si el consumidor de servicios de PCA es un menor de edad), representante o apoderado administrativo, padre o madre de crianza, o si soy un pariente con responsabilidad legal del consumidor de servicios de PCA (como un pariente que sea el tutor legal).

**Al proveer servicios de PCA cubiertos por MassHealth a mi empleador (el consumidor de servicios de PCA), yo acepto lo siguiente:**

13. Si mi empleador tuviera una instrucción anticipada respecto a la prestación de atención en caso de que quedara incapacitado, yo estoy de acuerdo en respetar los términos de dicha instrucción anticipada, a menos que, por una cuestión de conciencia, yo no pueda poner en práctica una instrucción anticipada. Acepto no condicionar la prestación de atención ni discriminar a mi empleador según si la persona haya puesto en práctica la instrucción anticipada o no. Entiendo que no se me exige que brinde cuidados que contradigan una instrucción anticipada.
14. Acepto mantener todos los expedientes que sean necesarios para comprobar el alcance de los servicios que yo preste a mi empleador (el consumidor de servicios de PCA), como los Formularios de actividades (también llamados “planillas de horas trabajadas”).
15. Si así lo solicitaran, acepto proporcionar las copias de los expedientes que estén en mi poder y de toda la información respecto a los pagos que yo reclame por prestar servicios de PCA a mi empleador, a la agencia de Medicaid, al secretario del Departamento de Salud y Servicios Humanos de EE. UU. o a la unidad controladora estatal de Fraude contra Medicaid.

**Acepto cumplir con los requisitos de divulgación de información estipulados en 42 CFR Parte 455, Subparte B, según lo siguiente:**

16. Conforme a 42 CFR 455.104(a)(3), a continuación, indico de qué otra entidad, que provea servicios a MassHealth, soy propietario o ejerzo el control. Una "entidad proveedora de MassHealth" podría incluir a cualquier tipo de proveedor inscrito en MassHealth, como una Agencia de cuidados a domicilio (HHA), una agencia de Cuidado temporal para adultos (AFC) o cualquier otro tipo de proveedores. Por favor, complete esta información en la Página 3, a continuación.
17. Si MassHealth lo requiriera, acepto proveer información sobre las transacciones comerciales conforme a 42 CFR 455.105.
18. Conforme a los estatutos del estado M.G.L. c.118E, § 36 y a los requisitos federales 42 CFR 455.106, al firmar este formulario, declaro que yo no he sido condenado por delitos penales por participar en ninguno de los programas de Medicare, Medicaid ni los programas de servicios del Título XX.
19. Entiendo que determinadas relaciones entre mi empleador (el consumidor de servicios de PCA) y yo podrían afectar mi estado de exención de impuestos. Entiendo que cualquier estado de exención de impuestos que derive de mi relación con mi empleador es obligatorio, conforme a los correspondientes requisitos impositivos federales y estatales. Entiendo que se exige que el FI cumpla con todos los requisitos federales y estatales respecto a la retención de impuestos, y que el FI no puede cambiar dichos requisitos.

## **Información y declaración del proveedor**

Por favor marque una opción:

<b>Las siguientes opciones describen mi relación laboral con mi empleador (el consumidor de servicios de PCA). Por favor marque SOLO una opción:</b>	
<input type="radio"/>	Yo <u>no</u> estoy relacionado ni emparentado con mi consumidor empleador
<input type="radio"/>	Yo soy el hijo o la hija del consumidor empleador
<input type="radio"/>	Yo soy la nuera o el yerno de mi consumidor empleador
<input type="radio"/>	Yo soy el padre o la madre de mi consumidor empleador
<input type="radio"/>	Yo estoy relacionado/a con mi consumidor de otra manera (por favor explique):

Por favor marque una opción:

Conforme a 42 CFR 455.104(a)(3), a continuación, indico de qué otra entidad, que provea servicios a MassHealth, soy propietario o ejerzo el control. Una "entidad proveedora de MassHealth" podría incluir a cualquier tipo de proveedor inscrito en MassHealth, como una Agencia de cuidados a domicilio (HHA), una agencia de Cuidado temporal para adultos (AFC) o cualquier otro tipo de proveedores. Por favor marque una opción:

- Yo NO soy propietario ni ejerzo el control de ninguna otra entidad que provee servicios a MassHealth
- Yo SÍ soy propietario o ejerzo el control de otra entidad que provee servicios a MassHealth. La información sobre tales entidades es la siguiente:

\_\_\_\_\_

Por favor, complete y declare sobre la siguiente información:

Yo certifico bajo pena de perjurio que la información indicada en el presente formulario de firma, como toda declaración aquí incluida, es verdadera, precisa y completa a mi leal saber y entender, y que ha sido revisada y firmada por mí. También certifico que entiendo mis deberes, derechos y responsabilidades como PCA y que toda la información que he provisto a mi empleador (el consumidor de servicios de PCA), al intermediario fiscal, a la agencia de supervisión de cuidados personales (PCM) o a MassHealth es verdadera y precisa a mi leal saber y entender. Entiendo que podría estar sujeto a sanciones civiles o juicios penales por cualquier falsificación, omisión o encubrimiento de hechos materiales contenidos en el presente.

Doy fe de toda la información anterior y acepto el puesto de proveedor de servicios de asistente de cuidados personales (PCA) para:

\_\_\_\_\_  
(Escriba en imprenta el nombre del consumidor de servicios de PCA)

Firma del proveedor de servicios de PCA: \_\_\_\_\_

Nombre en imprenta del proveedor de servicios de PCA: \_\_\_\_\_

Fecha de la firma: \_\_\_\_\_

**DIRECT DEPOSIT APPLICATION**

PCA's Name: \_\_\_\_\_ PCA's Phone Number: \_\_\_\_\_

Consumer #: \_\_\_\_\_ Consumer's Name: \_\_\_\_\_

Account Information

Name on Bank Account: \_\_\_\_\_

**(PER MASSHEALTH - Direct Deposit Accounts must be in the name of the employee only, the account cannot be a joint account shared by the PCA and the Consumer or the Surrogate.)**

Bank Name: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Bank Account #: \_\_\_\_\_

This is a  Checking Account  Savings Account

For a checking account please attach a voided check or a copy of a check (Starter checks must contain a preprinted PCA name and account number). For a savings account please attach a document from the bank indicating the PCA's name, the routing number and account number (cannot be handwritten). **Do not attach a deposit slip. We will not process this application without a voided check, a copy of a check, or a document from your bank indicating the routing number and account number.**

**ATTACH CHECK HERE:**

The image shows a sample check form with the following fields and content:

- Payee: John Doe, 123 Main Street, Quincy, MA 02169
- Amount: 1000
- DATE: \_\_\_\_\_
- PAY TO THE ORDER OF: \_\_\_\_\_
- DOLLARS: \_\_\_\_\_
- FOR: \_\_\_\_\_
- Routing Number: 0000000186
- Account Number: 000000529
- Check Number: 1000

**Routing Number      Account Number      Check Number – Do Not Use**

I hereby authorize Tempus Unlimited, Inc. (hereinafter "Company") to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize the Bank to accept and to credit any credit entries indicated by the Company to my account. In the event that the Company deposits funds erroneously into my account, I authorize the 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 the Company and the Bank have received written notice from me of its termination in such time and in such manner as to afford the Company and the Bank reasonable opportunity to act on it.

PCA's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APLICACIÓN PARA DEPOSITO DIRECTO**

Nombre de PCA: \_\_\_\_\_ Número Telefónico de PCA: \_\_\_\_\_

Numero de Consumidor: \_\_\_\_\_ Nombre de Consumidor: \_\_\_\_\_

Información de Cuenta

Nombre de persona en la cuenta de Banco: \_\_\_\_\_

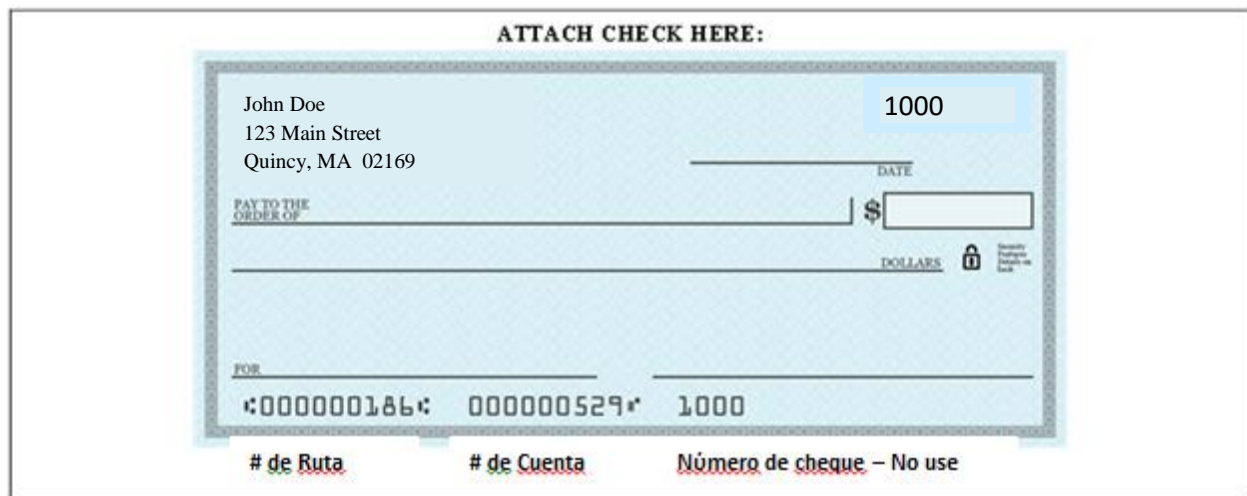
**POR MassHealth - Cuentas de depósito directo deben de estar solamente a nombre de PCA, la cuenta no puede ser una cuenta conjunta compartida por el PCA y el consumidor o el delegado.**

Nombre de Banco: \_\_\_\_\_

# de Ruta: \_\_\_\_\_ # de Cuenta: \_\_\_\_\_

Estos es una **cuenta de chequera** **cuenta de ahorros**

Para una cuenta corriente, por favor sujete un cheque nulo o una copia del cheque **(Cheques de inicio tienen que tener el nombre de PCA y el número de cuenta preimpreso)**. Para una cuenta de ahorros, por favor sujete un documento de su banco que indique el número de ruta y el número de cuenta **(no puede ser escrito a mano)**. Por favor de no sujetar una hoja de depósito. **(No procesaremos esta aplicación sin un cheque nulo, una copia del cheque o un documento de su banco indicando el número de ruta y el número de cuenta.)**



Por la presente autorizo Tempus Unlimited, Inc. (de aquí en adelante “compañía”) a depositar cualquier cantidad debida yo iniciando entradas de crédito a mi cuenta en la institución financiera. (Más adelante “banco”) indicado en esta forma. Además, autorizo el banco a aceptar y a acreditar cualquier entrada de crédito indicada por la compañía a mi cuenta. En caso que la compañía deposite fondos erróneamente en mi cuenta, autorizo a la compañía al cargar cuenta por una cantidad que no exceda la cantidad original del crédito erróneo. Esta autorización es de permanecer a toda fuerza y efecto completo hasta que la compañía y el banco hayan recibido el aviso escrito de mí de su terminación en tal hora y de tal manera que le produzca a la compañía y al banco oportunidad razonable para actuar sobre ella.

Firma de PCA: \_\_\_\_\_

Fecha: \_\_\_\_\_



U.S. BANK FOCUS CARD



# Enrollment Form

To receive your payments on a U.S. Bank Focus Card, fill out this form and return it to Tempus Unlimited. Your card will be mailed to the address provided in 7-10 business days.

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Phone Number<sup>1</sup>:

Social Security Number:

Date of Birth:

Email Address<sup>2</sup>:

### Important Information About Procedures For Opening A New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

I hereby authorize Tempus Unlimited to initiate credit entries (deposits) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Focus Card. This authorization will remain in effect until cancelled by me with written notification to Tempus Unlimited.

I acknowledge receipt of the Pre-Acquisition Disclosure, the Fee Schedule, the Cardholder Agreement and Pre-Enrollment Disclosures (for payroll programs if employed in Connecticut, Hawaii, Illinois, Minnesota, New Hampshire, New York, Pennsylvania, or Vermont), as evidenced by my signature below.

Signature:

Date:

### Information below this line will be used by Tempus Unlimited only.

To assist Tempus Unlimited in processing your pay, please provide information about the individual to whom you provide Services (your "Consumer"):

Consumer Name:

Consumer Address

Street:

Consumer No.:

Apt/Suite:

City:

State:

Zip:

By Checking this box and signing above, I authorize Tempus Unlimited, Inc. to mail all PCA/Worker Payment Vouchers for this Consumer to my current address on file. This authorization is to remain in full force and effect until Tempus Unlimited, Inc. has received written notice from me of its termination in such time and in such manner as to afford Tempus Unlimited, Inc. reasonable opportunity to act on it.

1. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications—including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system—from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. 2. An email address is required for all requests. We use email to communicate information about your request. Confidential, personal or financial information will never be sent or requested in an email from U.S. Bank.

The Focus Card is issued by U.S. Bank National Association pursuant to a license from Visa U.S.A. Inc. ©2026 U.S. Bank. Member FDIC.



TARJETA U.S. BANK FOCUS



# Formulario de Inscripción

Para recibir tus pagos en una Tarjeta U.S. Bank Focus, completa este formulario y envíalo a Tempus Unlimited. Tu tarjeta se enviará por correo postal dentro de 7 a 10 días hábiles a la dirección proporcionada.

Nombre:

Apellido:

Dirección:

Ciudad:

Estado:

Código Postal:

Número de Teléfono<sup>1</sup>:

Número de Seguro Social:

Fecha de Nacimiento:

Dirección de Correo Electrónico<sup>2</sup>:

## Información Importante sobre Procedimientos para Abrir una Cuenta Nueva

Para ayudar al gobierno a luchar contra el financiamiento de actividades terroristas y de lavado de dinero, la ley Federal exige que todas las instituciones financieras obtengan, verifiquen y registren información que identifique a toda persona que abra una cuenta. Esto significa que cuando abra una cuenta, se le pedirá su nombre, dirección, fecha de nacimiento y cualquier otra información que nos permita identificarle. Es posible que también le pidamos mostrar su licencia de conducir u otros documentos de identificación.

Por la presente, autorizo a Tempus Unlimited a iniciar entradas de crédito (depósitos) y, si es necesario, a iniciar entradas de débito y ajustes por cualquier entrada de crédito errónea en mi Tarjeta Focus. Esta autorización se mantendrá vigente hasta que yo la cancele a través de una notificación por escrito a Tempus Unlimited.

Acuso recibo de la Divulgación Previa a la Adquisición, la Lista de Cargos, el Contrato para Titulares de Tarjetas y las Divulgaciones Previas a la Inscripción (para programas de nómina de empleados en Connecticut, Hawaii, Illinois, Minnesota, New Hampshire, New York, Pennsylvania o Vermont), según lo manifiesta mi firma a continuación.

Firma:

Fecha:

## La información debajo de esta línea será para uso exclusivo de Tempus Unlimited.

Para ayudar a Tempus Unlimited a procesar tu pago, provee información acerca del individuo a quien le proporcionas Servicios (tu "Consumidor"):

Nombre del Consumidor:

Dirección del Consumidor

Calle:

Número del Consumidor:

Apt./Suite:

Ciudad:

Estado:

Código postal:

Al marcar esta casilla y firmar arriba, autorizo a Tempus Unlimited, Inc. a enviar por correo todos los recibos de pago de PCA/Trabajador/a para este Consumidor/a a mi dirección actual que esta en archivo. Esta autorización permanecerá en pleno vigor y efecto hasta que Tempus Unlimited, Inc. haya recibido una notificación por escrito de mi parte sobre su rescisión, en el momento y de la manera que le permita a Tempus Unlimited, Inc. tener una oportunidad razonable para actuar al respecto.

Algunos materiales y servicios podrían estar disponibles solamente en inglés.

1. Al proporcionarnos un número de teléfono de un celular u otro dispositivo inalámbrico, incluido un número que más adelante cambie a un número de teléfono celular, usted nos da su consentimiento expreso para recibir comunicaciones a ese número, tanto de nuestra parte como de nuestros afiliados y agentes, lo que incluye, por ejemplo, llamadas de mensajes pregrabados o de voz artificial, mensajes de texto y llamadas realizadas mediante un sistema de marcación telefónica automática. Este consentimiento expreso se aplica a todo número de teléfono de este tipo que nos proporcione ahora o en el futuro y permite que estas llamadas sirvan para propósitos que no sean de marketing. Es posible que las llamadas y mensajes incurran en cargos de acceso por parte de su proveedor de telefonía celular. 2. Se requiere una dirección de correo electrónico para todas las solicitudes. Utilizamos correos electrónicos para comunicar información sobre su solicitud. Nunca se enviará ni solicitará información confidencial, personal o financiera a través de un correo electrónico de U.S. Bank.

La Tarjeta Focus es emitida por U.S. Bank National Association, de conformidad con una licencia de Visa U.S.A. Inc. ©2026 U.S. Bank. Miembro FDIC.

# Electronic Timesheets Agreement

## I. About The Electronic Timesheets Module

- a. The Electronic Timesheets Module is a web-based interface through which Consumers, Surrogates, Personal Care Attendants (PCAs)/Workers, and Fiscal Intermediary staff can respectively view relevant timesheet information.
- b. Consumers, Surrogates and PCAs/Workers will be able to use the system to both submit and approve timesheets electronically for payment by the Fiscal Intermediary.
- c. A Consumer is not required to have a Surrogate in order to use the system. However, in cases where a Consumer does have a Surrogate and the Consumer approves the Surrogate to have access to the Electronic Timesheets Submission Interface, both the Consumer and his/her Surrogate will have identical abilities to enter and approve timesheets for payment.

## II. Terms and Conditions

*By signing below, you are agreeing to the following Terms and Conditions:*

- a. The Consumer and/or Surrogate (if applicable) and the PCA/Worker **each have a valid, separate e-mail address** to which they have frequent access. **Consumer, Surrogate, PCA or Worker cannot use the same e-mail address.**
- b. The Consumer and/or Surrogate (if applicable) and the PCA/Worker **each agree to maintain a valid separate e-mail address** during the term of this agreement and to notify Tempus Unlimited, Inc. of any changes to their e-mail addresses.
- c. The Consumer, his/her Surrogate (if applicable) and the PCA/Worker agree to use the Electronic Timesheets Submission Interface as a method of submitting timesheets.
  - i. Signing this Agreement does not require you to only use the Electronic Timesheets Submission Interface. Other methods of submitting time, such as faxing or mailing, are still acceptable.
- d. A timesheet may only be submitted electronically if the Consumer and/or Surrogate (if applicable) and the PCA/Worker have executed this Agreement.
- e. An individual Electronic Timesheets Agreement is required for each Consumer and PCA/Worker relationship that chooses to use the Electronic Timesheets Submission Interface.
  - i. This is true even if the Consumer or PCA/Worker is already using the Electronic Timesheets Submission Interface in another Consumer and PCA/Worker relationship.

## III. Termination of the Agreement

- a. The Consumer, his/her Surrogate (if applicable) or the PCA/Worker may terminate this agreement at any time by submitting such request in writing to Tempus Unlimited, Inc.

Consumer Printed Name:	Consumer #:
Consumer E-mail:	
Consumer Signature: _____	Date: _____
Surrogate Printed Name:	
Surrogate E-mail:	
Surrogate Signature: _____	Date: _____
PCA/Worker Printed Name:	Last 4 digits of SS#:
PCA/Worker E-mail:	
PCA/Worker Signature: _____	Date: _____

# Módulo de Nóminas Electrónicas

## I. Sobre el Módulo de Nóminas Electrónicas

- a. El Modulo de Nóminas Electrónicas es un interfaz basado en web a través del cual los Consumidores, Delegados, Asistentes de Cuidado Personal (PCA)/Trabajadores y el personal del Intermediario Fiscal pueden ver respectivamente información de las nóminas.
- b. Consumidores, Delegados y PCA/Trabajadores podrán utilizar el sistema tanto para presentar como para aprobar nóminas electrónicamente para el pago por el Intermediario Fiscal.
- c. No le es requerido al Consumidor tener un Delegado para poder utilizar el sistema. Pero en casos cuando el consumidor si tiene un Delegado y el consumidor aprueba al Delegado para que tenga acceso al Interfaz de Presentación de Nóminas Electrónicas , tanto el Consumidor como su Delegado tendrán capacidades idénticas de entrar y aprobar nóminas para el pago..

## II. Términos y Condiciones

*Al firmar más adelante, usted está de acuerdo con los términos y condiciones:*

- a. El Consumidor y/o el Delegado (si corresponde) y el PCA/Trabajador acuerdan en **cada uno mantener una dirección de correo electrónico válida y separada** al cual tienen acceso frecuente. **El consumidor, sustituto, PCA o trabajador no pueden usar la misma dirección de correo electrónico.**
- b. Tanto el Consumidor y/o el Delegado como el PCA/Trabajador **acuerdan en mantener una dirección de correo electrónico válida y separada** durante el periodo de este acuerdo y de notificarle a Tempus Unlimited, Inc. de cualquier cambio a sus direcciones de correo electrónico.
- c. El Consumidor y su Delegado (si corresponde) y el PCA/Trabajador acuerdan en utilizar el Interface de Presentación de Nóminas Electrónicas como método de presentar nóminas.
  - i. Firma de este acuerdo no requiere que se utilice únicamente el Interface de Presentación de Nóminas Electrónicas. Otros métodos de presentar nóminas, tales como enviar por fax o por correo, todavía son aceptables.
- d. Una nómina solo puede ser presentada electrónicamente si el Consumidor y/o el Delegado (si corresponde) y el PCA/Trabajador han ejecutado este acuerdo.
- e. Un Acuerdo Individual de Nóminas Electrónicas es requerido para cada relación de Consumidor y PCA/Trabajador que decida utilizar el Interfaz de Presentación de Nóminas Electrónicas.
  - i. Esto es cierto incluso si el Consumidor o el PCA/Trabajador ya está utilizando el Interfaz de Presentación de Nóminas Electrónicas en otra relación de Consumidor y PCA/Trabajador.

## III. Terminación del Acuerdo

- a. El Consumidor, su Delegado (si corresponde) o el PCA/Trabajador puede terminar este acuerdo en cualquier momento presentando tal pedido por escrito a Tempus Unlimited, Inc.

Nombre Impreso del Consumidor:	Número de Consumidor #:
E-mail del Consumidor:	
Firma del Consumidor: _____	Fecha: _____
Nombre Impreso del Delegado:	
E-mail del Delegado:	
Firma del Delegado: _____	Fecha: _____
Nombre Impreso del PCA/Trabajador:	Últimos 4 dígitos del número de SS:
E-mail del PCA/Trabajador:	
Firma del PCA/Trabajador: _____	Fecha: _____



**Please note:** The fastest, easier way to view/print payroll information such as payroll vouchers and W2's is using the Employee Service Portal  
<https://p4.tempusunlimited.org/>

**PCA/Worker Request for Mailed Paystubs**

**Consumer Number:** \_\_\_\_\_

**Consumer Name:** \_\_\_\_\_

**PCA/Worker Name:** \_\_\_\_\_

**Unique ID (if available):** \_\_\_\_\_

**Last 4 digits of SSN:** \_\_\_\_\_

**PCA/Worker Current Address\*:**

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

*\* If the address listed above is different from what we currently have on file, we will update the address provided the form is signed.*

By checking this box and signing below, I hereby authorize Tempus Unlimited, Inc. to mail my PCA/Worker Payment Vouchers to my current address. This authorization is to remain in full force and effect until Tempus Unlimited, Inc. has received written notice from me of its termination in such time and in such manner as to afford Tempus Unlimited, Inc. reasonable opportunity to act on it.

**Payee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_