Employee’s Withholding Exemption Certificate

Submit form IT 4 to your employer on or before the start date of employment so your employer will withhold and remit Ohio income tax from your compensation. If applicable, your employer will also withhold school district income tax. You must file an updated IT 4 when any of the information listed below changes (including your marital status or number of dependents). You should contact your employer for instructions on how to complete an updated IT 4. Your employer may require you to complete this form electronically.

Section I: Personal Information

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Employee SSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address, city, state, ZIP code:</td>
<td></td>
</tr>
</tbody>
</table>

| School district of residence (See The Finder at tax.ohio.gov): | School district number (####): |

Section II: Claiming Withholding Exemptions

1. Enter “0” if you are a dependent on another individual’s Ohio return; otherwise enter “1” ____________________________
2. Enter “0” if single or if your spouse files a separate Ohio return; otherwise enter “1” ____________________________
3. Number of dependents ____________________________________________________________
4. Total withholding exemptions (sum of line 1, 2, and 3) ____________________________________________
5. Additional Ohio income tax withholding per pay period (optional) ____________________________

$ ______________

Section III: Withholding Waiver

I am not subject to Ohio or school district income tax withholding because (check all that apply):

☐ I am a full-year resident of Indiana, Kentucky, Michigan, Pennsylvania, or West Virginia.
☐ I am a resident military servicemember who is stationed outside Ohio on active duty military orders.
☐ I am a nonresident military servicemember who is stationed in Ohio due to military orders.
☐ I am a nonresident civilian spouse of a military servicemember and I am present in Ohio solely due to my spouse’s military orders.
☐ I am exempt from Ohio withholding under R.C. 5747.06(A)(1) through (6).

Section IV: Signature (required)

Under penalties of perjury, I declare that, to the best of my knowledge and belief, the information is true, correct and complete.

Signature ____________________________ Date ____________________________
Most individuals are subject to Ohio income tax on their wages, salaries, or other compensation. To ensure this tax is paid, employers maintaining an office or transacting business in Ohio must withhold Ohio income tax, and school district income tax if applicable, from each individual who is an employee.

Such employees who are subject to Ohio income tax (and school district income tax, if applicable) should complete sections I, II, and IV of the IT 4 to have their employer withhold the appropriate Ohio taxes from their compensation. If the employee does not complete the IT 4 and return it to his/her employer, the employer:

- Will withhold Ohio tax based on the employee claiming zero exemptions, and
- Will not withhold school district income tax, even if the employee lives in a taxing school district.

An individual may be subject to an interest penalty for underpayment of estimated taxes (on form IT/SD 2210) based on under-withholding.

Certain employees may be exempt from Ohio withholding because their income is not subject to Ohio tax. Such employees should complete sections I, III, and IV of the IT 4 only.

The IT 4 does not need to be filed with the Department of Taxation. Your employer must maintain a copy as part of its records.

R.C. 5747.06(A) and Ohio Adm.Code 5703-7-10.

Section I

Enter the four-digit school district number of your primary address. If you do not know your school district of residence or its school district number, use The Finder at tax.ohio.gov. You can also verify your school district by contacting your county auditor or county board of elections.

If you move during the tax year, complete an updated IT 4 immediately reflecting your new address and/or school district of residence.

Section II

Line 1: If you can be claimed on someone else’s Ohio income tax return as a dependent, then you are to enter “0” on this line. Everyone else may enter “1”.

Line 2: If you are single, enter “0” on this line. If you are married and you and your spouse file separate Ohio Income tax returns as “Married filing Separately” then enter “0” on this line.

Line 3: You are allowed one exemption for each dependent. Your dependents for Ohio income tax purposes are the same as your dependents for federal income tax purposes. See R.C. 5747.01(O).

Line 5: If you expect to owe more Ohio income tax than the amount withheld from your compensation, you can request that your employer withhold an additional amount of Ohio income tax. This amount should be reported in whole dollars.

Note: If you do not request additional withholding from your compensation, you may need to make estimated income tax payments using form IT 1040ES or estimated school district income tax payments using the SD 100ES. Individuals who commonly owe more in Ohio income taxes than what is withheld from their compensation include:

- Spouses who file a joint Ohio income tax return and both report income, and
- Individuals who have multiple jobs, all of which are subject to Ohio withholding.

Section III

This section is for individuals whose income is deductible or excludable from Ohio income tax, and thus employer withholding is not required. Such employee should check the appropriate box to indicate which exemption applies to him/her. Checking the box will cause your employer to not withhold Ohio income tax and/or school district income tax.

The exemptions include:

- Reciprocity Exemption: If you are a resident of Indiana, Kentucky, Pennsylvania, Michigan or West Virginia and you work in Ohio, you do not owe Ohio income tax on your compensation. Instead, you should have your employer withhold income tax for your resident state. R.C. 5747.05(A)(2).
- Resident Military Servicemember Exemption: If you are an Ohio resident and a member of the United States Army, Air Force, Navy, Marine Corps, or Coast Guard (or the reserve components of these branches of the military) or a member of the National Guard, you do not owe Ohio income tax or school district income tax on your active duty military pay and allowances received while stationed outside of Ohio.

This exemption does not apply to compensation for nonactive duty status or received while you are stationed in Ohio.

R.C. 5747.01(A)(21).

- Nonresident Military Servicemember Exemption: If you are a nonresident of Ohio and a member of the uniformed services (as defined in 10 U.S.C. §101), you do not owe Ohio income tax or school district income tax on your military pay and allowances.

- Nonresident Civilian Spouse of a Military Servicemember Exemption: If you are the civilian spouse of a military servicemember, your pay may be exempt from Ohio income tax and school district income tax if all of the following are true:
  - Your spouse is a nonresident of Ohio;
  - You and your spouse are residents of the same state;
  - Your spouse is stationed in Ohio on military orders; and
  - You are present in Ohio solely to be with your spouse.

You must provide a copy of the employee’s spousal military identification card issued to the employee by the Department of Defense when completing the IT 4.
Note: For more information on taxation of military servicemembers and their civilian spouses, see 50a U.S.C. §571.

- **Statutory Withholding Exemptions:** Compensation earned in any of the following circumstances is not subject to Ohio income tax or school district income tax withholding:
  
  - Agricultural labor (as defined in 26 U.S.C. §3121(g));
  - Domestic service in a private home, local college club, or local chapter of a college fraternity or sorority;
  - Services performed by an employee who is regularly employed by an employer to perform such service if she or he earns less than $300 during a calendar quarter;
  - Newspaper or shopping news delivery or distribution directly to a consumer, performed by an individual under the age of 18;
  - Services performed for a foreign government or an international organization; and
  - Services performed outside the employer’s trade or business if paid in any medium other than cash.

*These exemptions are not common.

Note: While the employer is not required to withhold on these amounts, the income is still subject to Ohio income tax and school district income tax (if applicable). As such, you may need to make estimated income tax payments using form IT 1040ES and/or estimated school district income tax payments using form SD 100ES.

See R.C. 5747.06(A)(1) through (6).
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.

Step 1: Enter Personal Information

(a) First name and middle initial

(b) Last name

(b) Social security number

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c) Single or Married filing separately

☐ Married filing jointly or Qualifying widow(er)

☐ Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 2: Multiple Jobs or Spouse Works

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

Do only one of the following.

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

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

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

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

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

Step 3: Claim Dependents

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

Multiply the number of qualifying children under age 17 by $2,000:

$ ____________

Multiply the number of other dependents by $500:

$ ____________

Total:

$ ____________

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income:

$ 4(a)

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here:

$ 4(b)

(c) Extra withholding. Enter any additional tax you want withheld each pay period:

$ 4(c)

Step 5: Sign Here

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

Employee’s signature (This form is not valid unless you sign it.)

Date

Employers Only

Employer’s name and address

First date of employment

Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q

Form W-4 (2021)
General Instructions

Future Developments
For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing “Exempt” on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:
1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

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

Nonresident alien. If you’re a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

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

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can’t be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn’t include income from any jobs or self-employment. If you complete Step 4(a), you likely won’t have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.
### Step 2(b) — Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

1. **Two jobs.** If you have two jobs or you’re married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the “Higher Paying Job” row and the “Lower Paying Job” column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3.

   - $1 $  

2. **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, **skip** to line 3.

   a. Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the “Higher Paying Job” row and the annual wages for your next highest paying job in the “Lower Paying Job” column. Find the value at the intersection of the two household salaries and enter that value on line 2a.

   - $2a $  

   b. Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the “Higher Paying Job” row and use the annual wages for your third job in the “Lower Paying Job” column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.

   - $2b $  

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

   - $2c $  

3. Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

   - 3  

4. **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld).

   - 4 $  

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

1. Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income.

   - 1 $  

2. **Enter:**
   - $25,100 if you’re married filing jointly or qualifying widow(er)
   - $18,800 if you’re head of household
   - $12,550 if you’re single or married filing separately

   - 2 $  

3. If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter “-0-”

   - 3 $  

4. Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information.

   - 4 $  

5. **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4.

   - 5 $
## Married Filing Jointly or Qualifying Widow(er)

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - 9,999</td>
<td>$0 - 9,999</td>
</tr>
<tr>
<td>$10,000 - 19,999</td>
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<td>$20,000 - 29,999</td>
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<td>$30,000 - 39,999</td>
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<td>$50,000 - 59,999</td>
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<tr>
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<td>$2,970 - 6,470</td>
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<tr>
<td>$525,000 and over</td>
<td>$3,140 - 6,840</td>
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</tbody>
</table>

## Single or Married Filing Separately

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - 9,999</td>
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<tr>
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<td>$3,580 - 830</td>
</tr>
<tr>
<td>$450,000 and over</td>
<td>$3,140 - 6,250</td>
</tr>
</tbody>
</table>

## Head of Household

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - 9,999</td>
<td>$0 - 9,999</td>
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<td>$10,000 - 19,999</td>
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<td>$1,390 - 1,390</td>
</tr>
<tr>
<td>$450,000 and over</td>
<td>$1,390 - 1,390</td>
</tr>
</tbody>
</table>
FORM I-9 SUBMISSION
INSTRUCTIONS FOR REMOTE
STUDENT EMPLOYEES

Step 1: Review the Form I-9 and Instructions found in the employment packet at:
https://case.edu/financialaid/student-employment/student-employment-forms

- Complete Section 1.
- Print & Sign Section 1.

Step 2: Gather ORIGINAL documents from the Form I-9 Acceptable Document List. Provide one of the following acceptable combinations. ATTENTION: Faxes, scans, photocopies, etc. are NOT ALLOWED UNDER ANY CIRCUMSTANCES.

Acceptable Combination #1:  OR  Acceptable Combination #2:
One document from List A  1 document from List B PLUS 1 document from List C

Step 3: An Authorized Representative must complete Section 2 and review your original documents. We are instructing new student hires to locate a competent individual (age 18 or older) who can complete Section 2 of your Form I-9 in your presence.

Find a Designated Authorized Representative

Employers may designate an authorized representative to complete Section 2 of the Form I-9. An authorized representative may complete and sign the form on behalf of the employer.

Who can act as a designated Authorized Representative?

Any of the following who is competent & age 18 or older:
1. Services that will complete Form I-9 Section 2: Public Library, Bank, or Notary Service in a FedEx or UPS Store
2. Neighbor
3. Friend
4. Family Member (should be last resort)

DO NOT have the form notarized.

Simply ask the individual to follow the Instructions for Authorized Representative and complete the Representative’s Statement on the following pages.
Step 4: If possible, once the Form I-9 is complete, scan and email a copy to the Office of Student Employment at stu-emp@case.edu for review purposes only.

Step 5: Upon approval, immediately print, sign and mail the completed Employment Packet: W4, Ohio Exemption Certificate, your original signed Form I-9, copies of your Form I-9 Section 2 identification documents, and signed Representative’s Statement to:

Case Western Reserve University
Office of Student Employment
10900 Euclid Avenue
Yost Hall 412
Cleveland, Ohio 44106-7049

IMPORTANT: Contact stu-emp@case.edu with any questions. This is time sensitive and must be done accurately. Incomplete forms will be returned to you and will delay the process.
Instructions For Authorized Representative

To the Acting Authorized Representative:

Please allow us to express our gratitude for your willingness to help our student employee and Case Western Reserve University with this process during this emergency pandemic. Case Western Reserve University has hired the following individual as a Student Employee:

Full Name: ____________________________________________________________

Date of Birth: ___________________________

Start Date: ___________________________

[Write this date in Section 2 of the Form I-9 Certification as the “first day of employment”]

As a remote hire, this student employee will not be physically present at our office to complete the Form I-9. As such, we request that you act as our authorized representative for the sole purpose of completing the Form I-9, Employment Eligibility Verification, which is permitted under Department of Homeland Security rules. As an acting representative, you are attesting to viewing the actual identification documents presented by the student which confirm proof of identity and eligibility to work in the U.S. in the presence of the student.

We are available to assist you with this process via phone. Please call 216-368-4533 for support between 8:30 a.m. and 5:00 pm. ET Monday-Friday. Please review the instructions below before calling, even though we are happy to talk you through the process over the phone. This document provides step-by-step instructions for completing the Form I-9 verification. Please review the list of acceptable documents and ensure the student has proper documentation. If the student does not have proper documentation, you cannot complete this process.

The employee should provide the Form I-9 Instructions, their original Form I-9, and the List of Acceptable Documents for you to use for this purpose. These can also be found at: https://www.uscis.gov/i-9 or at https://case.edu/financialaid/student-employment/student-employment-forms. You can also refer to the current edition of the DHS I-9 Handbook for Employers, Form M-274 found at http://www.uscis.gov/sites/default/files/files/form/m-274.pdf.
**STEP-BY-STEP INSTRUCTIONS FOR AUTHORIZED REPRESENTATIVE**

### Step One: Form I-9, Section 1
Verify that the student employee has completed Section 1 of the Form I-9 in full. With the exception of the SSN, there can be no blank fields in the employee section at the top of the page. If a field does not apply to the employee, they must write “N/A”.

### Step Two: Documents
You must accept any document(s) presented which *reasonably* appears on its face to be genuine and to relate to the person presenting it.

The employee must present you with documents as identified on the List of Acceptable Documents. You may not specify which document(s) must be presented, although you may help the employee review the list.

Please note that original documents are required; photocopies are unacceptable. The employee can present either:
- Any one document from List A, or
- Two documents, one from List B and one from List C.

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity and Employment Authorization</td>
<td></td>
<td>Identity</td>
<td></td>
<td>Employment Authorization</td>
</tr>
</tbody>
</table>

Record List A documents under Column A; List B & C under Columns B & C in Section 2.

### Step Three: Complete Form I-9, Section 2
Complete Section 2 on page 2 of the Form I-9, including the certification block, in full.
- Write employee name at top of page 2
- In the “Citizenship/Immigration Status” box, write the number that corresponds to boxes 1-4 on page 1 (US Citizen=1; Lawful Permanent Resident=3, etc.)
- In the “Additional Information” box, write “Completed during COVID-19 National Emergency”
- Insert the employment start date listed above
  - **The employee’s first day of employment (mm/dd/yyyy):**
- Sign your name, enter today’s date and write the following:

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>X (please sign here)</td>
<td>(today’s date here)</td>
<td></td>
</tr>
<tr>
<td>Last Name of Employer or Authorized Representative</td>
<td>First Name of Employer or Authorized Representative</td>
<td>Employer’s Business or Organization Name</td>
</tr>
<tr>
<td>Your Last Name</td>
<td>Your First Name</td>
<td>Case Western Reserve University</td>
</tr>
<tr>
<td>10900 Euclid Avenue</td>
<td>Cleveland</td>
<td></td>
</tr>
<tr>
<td>OH 44106</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Do not complete Section 3 unless we have directed you to.*

### Step Four: Return Documents to Employee
Once completed, return these items to the employee:
- Fully completed Form I-9
- Original document(s) presented for Form I-9, Section 2
- Signed Representative’s Statement (attached – next page)
REPRESENTATIVE’S STATEMENT

I have agreed to act as Case Western Reserve University’s representative for the sole purpose of completing the Form I-9 for the above-identified, newly hired CWRU student employee. I have completed Section 2 of the enclosed Form I-9 on behalf of Case Western Reserve University. I attest that I am at least 18 years of age and have examined the actual original documents identified in Section 2 of the Form I-9 and that the documents appeared to relate to the employee and appeared genuine on their face to me.

Signature: ___________________________ Date: ___________________________

Your Full Name: __________________________________________________________

Title and Employer (if applicable): __________________________________________

Address: _______________________________________________________________

Telephone Number: ________________________________________________________
# Checklist for Students

## Before You Send Your Documents to CWRU

<table>
<thead>
<tr>
<th>CHECK 1</th>
<th>Did you complete Form I-9, Section 1, fully? Are all fields completed and the signature date is correct?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK 2</td>
<td>Did you present <strong>ORIGINAL</strong> documents from the List of Acceptable Documents to the reviewer for Section 2 of the Form I-9?</td>
</tr>
<tr>
<td>CHECK 3</td>
<td>Did the authorized representative write correct information on each line under List A or List B &amp; List C, including document numbers and expiration dates?</td>
</tr>
<tr>
<td>CHECK 4</td>
<td>Did the authorized representative sign and date section 2 of the Form I-9? If possible, did you email a scanned copy of the Form I-9 to <a href="mailto:stu-emp@case.edu">stu-emp@case.edu</a> for review?</td>
</tr>
<tr>
<td>CHECK 5</td>
<td>Did the authorized representative sign the Representative’s Statement?</td>
</tr>
<tr>
<td>CHECK 6</td>
<td>Did you make copies of your documents and attach the appropriate copies to the Form I-9?</td>
</tr>
</tbody>
</table>
| CHECK 7 | **No later than three days from your hire date,** mail all pages that make up the Employment Packet along with the original Form I-9 (pages 1 & 2), copies of your documents and the Representative’s Statement to:  
  
  **Case Western Reserve University**  
  **Office of Student Employment**  
  **10900 Euclid Avenue, Yost Hall 412**  
  **Cleveland, Ohio 44106-7049** |

Enclose the following to the Office of Student Employment:

1. Original signed Form I-9, W4, Ohio Exemption Certificate
2. **Photocopy** of your original document(s)
3. Signed Representative’s Statement
START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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 Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's E-mail Address Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States
☐ 2. A noncitizen national of the United States (See instructions)
☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): 
☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: 

ORS

2. Form I-94 Admission Number: 

ORS

3. Foreign Passport Number: 

Country of Issuance: 

Signature of Employee Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

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 Today's Date (mm/dd/yyyy)

Last Name (Family Name) First Name (Given Name)

Address (Street Number and Name) City or Town State ZIP Code
Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents.”

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>M.I.</th>
<th>Citizenship/Immigration Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Issuing Authority</th>
<th>Document Number</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Issuing Authority</td>
<td>Document Number</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
</tr>
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<th>Issuing Authority</th>
<th>Document Number</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear 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.

The employee’s first day of employment (mm/dd/yyyy): ________

(See instructions for exemptions)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name of Employer or Authorized Representative</td>
<td>First Name of Employer or Authorized Representative</td>
<td>Employer’s Business or Organization Name</td>
</tr>
</tbody>
</table>

Employer’s Business or Organization Address (Street Number and Name) | City or Town | State | ZIP Code |

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

B. Date of Rehire (if applicable)

C. If the employee’s previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Name of Employer or Authorized Representative</th>
</tr>
</thead>
</table>
# Lists of Acceptable Documents

All documents must be UNEXPIRED

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

## List A
Documents that Establish Both Identity and Employment Authorization OR

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
      (2) An endorsement of the alien's nonimmigrant status 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.
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

## List B
Documents that Establish Identity AND

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

## List C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VALID FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

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

Refer to the instructions for more information about acceptable receipts.