**Applicant files are only maintained until the end of the calendar year. It is the applicant’s responsibility to update his/her applicant file each year by submitting a new application.**
EDUCATION:

<table>
<thead>
<tr>
<th>(Dates)</th>
<th>(High School)</th>
<th>(Street, City, State, Zip)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>(Dates)</th>
<th>(College/Other)</th>
<th>(Street, City, State, Zip)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Degree: ____________ Major: ____________ Minor: ____________ Date Conferred: ____________

WORK EXPERIENCE

1. 
   (Dates) (Company/Job Title) (City, State) (Duties)

2. 
   (Dates) (Company/Job Title) (City, State) (Duties)

3. 
   (Dates) (Company/Job Title) (City, State) (Duties)

PROFESSIONAL REFERENCES:
Please identify individuals who are able to provide information regarding your work experience for the position(s) you seek. Please include supervisors with whom you have worked.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ADDRESS</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1)</td>
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<td>2)</td>
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<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Acknowledgment and Agreement

Applicants for positions are advised that the making of a willfully false statement or knowing omission of any employment history on this application may constitute a Class A misdemeanor. Any materially false statements or omissions on this application for employment will be reason to deny the application for hire and will lead to termination of employment.

- Accordingly, I hereby acknowledge that the statements made herein are accurate and that I have not omitted any requested information.
- I acknowledge that if I am hired, I will be required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease in accordance with Section 24-5 of the School Code.
- I acknowledge that if I am hired, I will be required to abide by all rules, regulations and board policies of Edwardsville School District No. 7.

Applicant’s Signature __________________________ Date ____________

Authorization for Criminal Background Check

I authorize a background check into my prior employment and educational qualifications. I understand that I am subject to a criminal background investigation in accordance with the laws of the State of Illinois. I further understand that I may be subject to immediate dismissal if the investigation disclosed convictions of certain specified offenses under §10-21.9 of the Illinois School Code, 105ILCS 5/10-21.9, or in accordance with district policy and practice. I hereby authorize the District to initiate a criminal background check by the Illinois State Police Department and agree to execute any forms required for said investigation.

Applicant’s Signature __________________________ Date ____________

FOR PERSONNEL OFFICE USE ONLY

IV ____________ ____________ ____________ ____________
Pstg ____________ ____________ ____________ ____________
Form W-4 (2019)

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

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if both of the following apply.

• For 2018 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
• For 2019 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages. You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Payers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest on dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

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

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Employee's Withholding Allowance Certificate

Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

<table>
<thead>
<tr>
<th>Employee's name and middle initial</th>
<th>Last name</th>
<th>Social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Home address (number and street or rural route)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City or town, state, and ZIP code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Total number of allowances you're claiming (from the applicable worksheet on the following pages)</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6. Additional amount, if any, you want withheld from each paycheck</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>7. I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption.</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Employee's signature

Date

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

Cat. No. 102200  Form W-4 (2019)
income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

**Line G. Other credits.** You may be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as tax credits for education (see Pub. 970). If you do so, your paycheck will be larger, but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account. Enter "-0-" on lines E and F if you use Worksheet 1-6.

**Deductions, Adjustments, and Additional Income Worksheet**

Complete this worksheet to determine if you’re able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income, such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You’re not required to complete this worksheet or reduce your withholding if you don’t wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income not subject to withholding, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don’t need to complete any of the worksheets for Form W-4.

**Two-Earners/Multiple Jobs Worksheet**

Complete this worksheet if you have more than one job at a time or are married filing jointly and have a working spouse. If you don’t complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you’re entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn $60,000 per year and your spouse earns $20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("0") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

**Tip:** If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

**Instructions for Employer**

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

**New hire reporting.** Employers are required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9, and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn’t previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

**Box 8.** Enter the employer’s name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

**Box 9.** If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee’s first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer’s service for at least 60 days, enter the rehire date.

**Box 10.** Enter the employer’s employer identification number (EIN).
### Personal Allowances Worksheet (Keep for your records.)

| A | Enter "1" for yourself .......... |
| B | Enter "1" if you will file as married filing jointly ...... |
| C | Enter "1" if you will file as head of household .......... |
| D | Enter "1" if:  
  + You’re single, or married filing separately, and have only one job; or  
  + You’re married filing jointly, have only one job, and your spouse doesn’t work; or  
  + Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less. |
| E | Child tax credit. See Pub. 972, Child Tax Credit, for more information.  
  + If your total income will be less than $71,201 ($103,351 if married filing jointly), enter "4" for each eligible child.  
  + If your total income will be from $71,201 to $179,050 ($103,351 to $345,850 if married filing jointly), enter "2" for each eligible child.  
  + If your total income will be from $179,051 to $200,000 ($345,851 to $400,000 if married filing jointly), enter "1" for each eligible child.  
  + If your total income will be higher than $200,000 ($400,000 if married filing jointly), enter "0-" |
| F | Credit for other dependents. See Pub. 972, Child Tax Credit, for more information.  
  + If your total income will be less than $71,201 ($103,351 if married filing jointly), enter "1" for each eligible dependent.  
  + If your total income will be from $71,201 to $179,050 ($103,351 to $345,850 if married filing jointly), enter "2" for every two dependents (for example, "0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).  
  + If your total income will be higher than $179,050 ($345,850 if married filing jointly), enter "0-" |
| G | Other credits. If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "0-" on lines E and F.  
  + If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 above. |
| H | Add lines A through G and enter the total here |

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, or if you have a large amount of nonwage income not subject to withholding and want to increase your withholding, see the Deductions, Adjustments, and Additional Income Worksheet below.
- If you have more than one job at a time or are married filing jointly and you and your spouse both work, and the combined earnings from all jobs exceed $53,000 ($24,450 if married filing jointly), see the Two-Earners/Multiple Jobs Worksheet on page 4 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 above.

### Deductions, Adjustments, and Additional Income Worksheet

**Note:** Use this worksheet only if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income not subject to withholding.

1. Enter an estimate of your 2019 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 10% of your income. See Pub. 505 for details.  
   1 $  

2. Enter:  
   - $24,400 if you’re married filing jointly or qualifying widow(er)  
   - $18,350 if you’re head of household  
   - $12,200 if you’re single or married filing separately  
   2 $  

3. Subtract line 2 from line 1. If zero or less, enter "0-"  
   3 $  

4. Enter an estimate of your 2019 adjustments to income, qualified business income deduction, and any additional standard deduction for age or blindness (see Pub. 505 for information about these items).  
   4 $  

5. Add lines 3 and 4 and enter the total  
   5 $  

6. Enter an estimate of your 2019 nonwage income not subject to withholding (such as dividends or interest).  
   6 $  

7. Subtract line 6 from line 5. If zero, enter "0-". If less than zero, enter the amount in parentheses  
   7 $  

8. Divide the amount on line 7 by $4,200 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction.  
   8  

9. Enter the number from the Personal Allowances Worksheet, line H, above  
   9  

10. Add lines 8 and 9 and enter the total here. If zero or less, enter "0-". If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 of that worksheet on page 4. Otherwise, stop here and enter this total on Form W-4, line 5, page 1.  
   10
Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet only if the instructions under line H from the Personal Allowances Worksheet direct you here.

1 Enter the number from the Personal Allowances Worksheet, line H, page 3 (or, if you used the Deductions, Adjustments, and Additional Income Worksheet on page 3, the number from line 10 of that worksheet) .

2 Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you're married filing jointly and wages from the highest paying job are $75,000 or less and the combined wages for you and your spouse are $107,000 or less, don't enter more than "3" .

3 If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-" and on Form W-4, line 5, page 1. Do not use the rest of this worksheet .

Note: If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet .

5 Enter the number from line 1 of this worksheet .

6 Subtract line 5 from line 4 .

7 Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here .

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed.

9 Divide line 8 by the number of pay periods remaining in 2019. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2019. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck .

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Married Filing Jointly</strong></td>
<td><strong>All Others</strong></td>
</tr>
<tr>
<td>If wages from LOWEST paying job are—</td>
<td>Enter on line 2 above</td>
</tr>
<tr>
<td>$0 - $5,000</td>
<td>0</td>
</tr>
<tr>
<td>5,001 - 9,500</td>
<td>1</td>
</tr>
<tr>
<td>9,501 - 19,500</td>
<td>2</td>
</tr>
<tr>
<td>19,501 - $35,000</td>
<td>3</td>
</tr>
<tr>
<td>35,001 - 40,000</td>
<td>4</td>
</tr>
<tr>
<td>40,001 - 50,000</td>
<td>5</td>
</tr>
<tr>
<td>50,001 - 60,000</td>
<td>6</td>
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<tr>
<td>60,001 - 70,000</td>
<td>7</td>
</tr>
<tr>
<td>70,001 - 75,000</td>
<td>8</td>
</tr>
<tr>
<td>76,001 - 85,000</td>
<td>9</td>
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<td>85,001 - 95,000</td>
<td>10</td>
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<td>11</td>
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<td>12</td>
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<td>175,001 - 180,000</td>
<td>15</td>
</tr>
<tr>
<td>180,001 - 205,000</td>
<td>16</td>
</tr>
<tr>
<td>205,001 and over</td>
<td>17</td>
</tr>
</tbody>
</table>

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine use of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You aren't required to provide the information requested on a form that's subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
Illinois Withholding Allowance Worksheet

General Information
Use this worksheet as a guide to figure your total withholding allowances you may enter on your Form IL-W-4.
Complete Step 1.
Complete Step 2 if
- you (or your spouse) are age 65 or older or legally blind, or
- you wrote an amount on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4.

If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other IL-W-4 forms.
You may reduce the number of allowances or request that your employer withhold an additional amount from your pay, which may help avoid having too little tax withheld.

Step 1: Figure your basic personal allowances (including allowances for dependents)
Check all that apply:
☐ No one else can claim me as a dependent.
☐ I can claim my spouse as a dependent.

1 Enter the total number of boxes you checked.
2 Enter the number of dependents (other than you or your spouse) you will claim on your tax return.
3 Add Lines 1 and 2. Enter the result. This is the total number of basic personal allowances to which you are entitled. You are not required to claim these allowances. The number of basic personal allowances that you choose to claim will determine how much money is withheld from your pay. See Line 4 for more information.
4 Enter the total number of basic personal allowances you choose to claim on this line and Line 1 of Form IL-W-4 below. This number may not exceed the amount on Line 3 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay.

Step 2: Figure your additional allowances
Check all that apply:
☐ I am 65 or older.
☐ I am legally blind.
☐ My spouse is 65 or older.
☐ My spouse is legally blind.

5 Enter the total number of boxes you checked.
6 Enter any amount that you reported on Line 4 of the Deductions and Adjustments Worksheet for federal Form W-4 plus any additional Illinois subtractions or deductions.
7 Divide Line 6 by 1,000. Round to the nearest whole number. Enter the result on Line 7.
8 Add Lines 5 and 7. Enter the result. This is the total number of additional allowances to which you are entitled. You are not required to claim these allowances. The number of additional allowances that you choose to claim will determine how much money is withheld from your pay.
9 Enter the total number of additional allowances you elect to claim on Line 2 of Form IL-W-4, below. This number may not exceed the amount on Line 8 above, however you can claim as few as zero. Entering lower numbers here will result in more money being withheld(deducted) from your pay.

IMPORTANT: If you want to have additional amounts withheld from your pay, you may enter a dollar amount on Line 3 of Form IL-W-4 below. This amount will be deducted from your pay in addition to the amounts that are withheld as a result of the allowances you have claimed.

Cut here and give the certificate to your employer. Keep the top portion for your records.

Illinois Department of Revenue
IL-W-4 Employee’s Illinois Withholding Allowance Certificate

Social Security number
Name
Street address
City State ZIP

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate.

1 Enter the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet).
2 Enter the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet).
3 Enter the additional amount you want withheld (deducted) from each pay.

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Your signature Date

This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

Employer: Keep this certificate with your records. If you have referred the employee’s federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee’s federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois income Tax Regulations 60 Ill. Adm. Code 100.7110.
Form IL-W-4

Employee's and other Payee's Illinois Withholding Allowance Certificate and Instructions

Note: These instructions are written for employees to address withholding from wages. However, this form can also be completed and submitted to a payor if an agreement was made to voluntarily withhold Illinois income tax from other (non-wage) Illinois income.

Who must complete Form IL-W-4?
If you are an employee, you must complete this form so your employer can withhold the correct amount of Illinois Income Tax from your pay. The amount withheld from your pay depends, in part, on the number of allowances you claim on this form.

Even if you claimed exemption from withholding on your federal Form W-4, U.S. Employee's Withholding Allowance Certificate, because you do not expect to owe any federal Income tax, you may be required to have Illinois Income Tax withheld from your pay (see Publication 130, Who is Required to Withhold Illinois Income Tax). If you are claiming exemption status from Illinois withholding, you must check the exempt status box on Form IL-W-4 and sign and date the certificate. Do not complete Lines 1 through 3. If you are a resident of Iowa, Kentucky, Michigan, or Wisconsin, or a military spouse, see Form W-8-NR, Employee's Statement of Nonresidence in Illinois, to determine if you are exempt.

Help! If you do not file a completed Form IL-W-4 with your employer, if you fail to sign the form or to include all necessary information, or if you alter the form, your employer must withhold Illinois Income Tax on the entire amount of your compensation, without allowing any exemptions.

When must I submit this form?
You should complete this form and give it to your employer on or before the date you start work. You must submit Form IL-W-4 when Illinois Income Tax is required to be withheld from compensation that you receive as an employee. You may file a new Form IL-W-4 any time your withholding allowances increase. If the number of your claimed allowances decreases, you must file a new Form IL-W-4 within 10 days. However, the death of a spouse or a dependent does not affect your withholding allowances until the next tax year.

When does my Form IL-W-4 take effect?
If you do not already have a Form IL-W-4 on file with your employer, this form will be effective for the first payment of compensation made to you after this form is filed. If you already have a Form IL-W-4 on file with your employer, your employer may allow any change you file on this form to become effective immediately, but is not required by law to change your withholding until the first payment of compensation is made to you after the first day of the next calendar quarter (that is, January 1, April 1, July 1, or October 1) that falls at least 30 days after the date you file the change with your employer.

Example: If you have a baby and file a new Form IL-W-4 with your employer to claim an additional allowance for the baby, your employer may immediately change the withholding for all future payments of compensation. However, if you file the new form on September 1, your employer does not have to change your withholding until the first payment of compensation is made to you after October 1. If you file the new form on September 2, your employer does not have to change your withholding until the first payment of compensation made to you after December 31.

How long is Form IL-W-4 valid?
Your Form IL-W-4 remains valid until a new form has been submitted and the employer required to submit an updated form if you move or change employers. Your employer is required to disregard your Form IL-W-4 if:

- you claim total exemption from Illinois Income Tax withholding, but you have not filed a federal Form W-4 claiming total exemption, or
- the Internal Revenue Service (IRS) has instructed your employer to disregard your federal Form W-4.

What is an "exemption"?
An "exemption" is a dollar amount on which you do not have to pay Illinois Income Tax that you may claim on your Illinois Income Tax return.

What is an "allowance"?
The dollar amount that is exempt from Illinois Income Tax is based on the number of allowances you claim on this form. As an employee, you receive one allowance unless you are claimed as a dependent on another person's tax return (e.g., your parents claim you as a dependent on their tax return). If you are married, you may claim additional allowances for your spouse and any dependents that you are entitled to claim for federal income tax purposes. You also will receive additional allowances if you or your spouse are age 65 or older, or if you or your spouse are legally blind.

Note: For tax years beginning on or after January 1, 2017, the personal exemption allowance, and additional allowances if you or your spouse are age 65 or older, or if you or your spouse are legally blind, may not be claimed on your Form IL-1040 if your adjusted gross income for the taxable year exceeds $500,000 for returns with a federal filing status of married filing jointly, or $250,000 for all other returns. You may complete a new Form IL-W-4 to update your exemption amounts and increase your Illinois withholding.

How do I figure the correct number of allowances?
Complete the worksheet on the back of this page to figure the correct number of allowances you are entitled to claim. Give your completed Form IL-W-4 to your employer. Keep the worksheet for your records.

Help! If you have more than one job or your spouse works, your withholding usually will be more accurate if you claim all of your allowances on the Form IL-W-4 for the highest-paying job and claim zero on all of your other Form W-4s.

How do I avoid underpaying my tax and owing a penalty?
You can avoid underpayment by reducing the number of allowances or requesting that your employer withhold an additional amount from your pay. Even if your withholding covers the tax you owe on your wages, if you have non-wage income that is taxable, such as interest on a bank account or dividends on an investment, you may have additional tax liability. If you owe more than $500 tax at the end of the year, you may owe a late-payment penalty or will be required to make estimated tax payments. For additional information on penalties see Publication 103, Uniform Penalties and Interest. Visit our website at tax.illinois.gov to obtain a copy.

Where do I get help?
- Visit our website at tax.illinois.gov
- Call our Taxpayer Assistance Division at 1 800 732-8866 or 217 782-3336
- Call our TDD (telecommunications device for the deaf) at 1 800 544-5304
- Write to ILLINOIS DEPARTMENT OF REVENUE PO BOX 19044 SPRINGFIELD IL 62794-9044
DIRECT DEPOSIT OF PAYROLL AUTHORIZATION FORM

Name ____________________________

Last ____________ First ____________ Middle Initial ____________ Building ____________ Social Security # ____________

CHECK APPLICABLE BOX

☐ NEW ENROLLMENT
   Complete and sign this form. Attach a voided check for each account or a deposit slip if account does not use checks.

☐ CHANGE OF ACCOUNT AND/OR FINANCIAL INSTITUTION
   Complete and sign this form. Attach a voided check for new checking account or deposit slip for new savings account.

☐ CANCEL PARTICIPATION
   Sign Form

CHECK APPLICABLE BOX

☐ Checking   ☐ Savings   ☐ Credit Union

ATTACH VOIDED CHECK OR A BANK DIRECT DEPOSIT ENROLLMENT FORM

Financial Institution __________________________________________

City and State ______________________________________________

Account # ____________________________

Routing # ____________________________

(If using a Credit Union, please verify your account number with your Credit Union.)

AUTHORIZED STATEMENT

I hereby authorize Edwardsville CUSD #7 and the Financial Institution listed above to deposit my pay electronically to my account each payday. If funds to which I am not entitled are deposited to my account I authorize Edwardsville CUSD #7 to direct the Financial Institution to return said funds. This authority will remain in effect until I have signed a new authorization, or upon termination of employment.

__________________________ ____________________________
Employee Signature Date

RETURN COMPLETED FORM TO PAYROLL OFFICE

H:\WLinda B\Business Dept\Forms\Direct Deposit Authorization Form.doc
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