

**JU STUDENT EMPLOYMENT PROGRAM**

**AUTHORIZATION TO WORK: HOURLY & CONTRACTORS**

**Already have DD set up**

Student Last Name:

Student First Name:

Student ID #: **FINAID Priority: roval Needed CIRCLE ONE - Contract Check Re Use** Student Social Security Number:

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_ Approximate Hours

Supervisor Name: \_\_\_\_\_ Students Job Title: \_\_\_\_\_

Total Contract Amount: \$ \_\_\_\_\_ Bi-Weekl Amount to be Paid: \$ \_\_\_\_\_

Time Approver: \_\_\_\_\_ Approver Email Address: \_\_\_\_\_

Program Type: **FWS 12-00-84210-61430** (if student runs out of FWS, we will use UNIV please provide the budget #)

Hourly Wage: **\$13.00** (Min wage, will auto increase with state increase)  
(over min. wage, must attach brief justification of rate)

Date of Hire: \_\_\_\_\_

**BOX NOT FOR HOURLY WORKERS**

As part of this Summer Jacksonville University reserves the right to alter policies and practices as well as terminate student

**Position Title:**

[Redacted content]

**Basic Skills:**

**Contact:** \_\_\_\_\_ at 904-256-\_\_\_\_\_ or \_\_\_\_\_@ju.edu

Students will be evaluated at the end of each academic year to determine if



# Employee's Withholding Certificate

OMB No. 1545-0074

Form

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.

Department of the Treasury  
Internal Revenue Service

Your withholding is subject to review by the IRS.

(a) First name and middle initial

Last name

(b) Social security number

## Enter Personal Information

Address

City or town, state, and ZIP code

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](http://www.ssa.gov).

- (c)  Single or Married filing separately  
 Married filing jointly or Qualifying surviving spouse  
 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.)

**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

# General Instructions

**Nonresident alien.** If you're a nonresident alien, see Notice 1999-24, *Supplemental Form W-4 Instructions for Nonresident Aliens*.

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**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. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

**Note:** If more than one job has annual wages of more than \$100,000 or there are more than three jobs, see Pub. 505 for additional

[Redacted content]

tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://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

[Redacted content]

**2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a-2c and

[Redacted content]

Married Filing Jointly or Qualifying Surviving Spouse

Lower Paying Job Annual Taxable Wage & Salary

Higher Paying Job

Annual Taxable Wage & Salary	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
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\$0 - 9,999	\$0	\$0	\$700	\$850	\$910	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020
\$10,000 - 19,999	0	700	1,700	1,910	2,110	2,220	2,220	2,220	2,220	2,220	2,220	3,220
\$20,000 - 29,999	700	1,700	2,760	3,110	3,310	3,420	3,420	3,420	3,420	3,420	4,420	5,420
\$30,000 - 39,999	850	1,910	3,110	3,460	3,660	3,770	3,770	3,770	3,770	4,770	5,770	6,770

\$50,000 - 59,999	1,020	2,220	3,420	3,770	3,970	4,080	4,080	5,080	6,080	7,080	8,080	9,080
\$60,000 - 69,999	1,020	2,220	3,420	3,770	3,970	4,080	5,080	6,080	7,080	8,080	9,080	10,080