**Understanding Payroll**

**AEC**

***For All***

**Awareness · Exploration · Connections**

**21st Century Career**

**Activity 4 - December**

**Intern/Apprentice’s name**:

**Directions:** If you have more than one release period, you may complete the Payroll Activities as a series, completing one activity per month. At least one monthly work-ethic topic activity/activities must still be completed for you to meet the required monthly activities portion of this program. (Ex- If you have two (2) release periods, you could complete one work-ethic activity and one payroll activity to meet the monthly activity requirements.)

Where appropriate, please write thoughts/answers in COMPLETE sentences. Math calculations must be shown (keyed or written) to receive credit. Remember, you are receiving a grade for this assignment.

**4. Payroll Forms- One more required form**

**as a new employee – but won’t cost you a dime!**

In Activity 2, we took a quick look at the forms that determine how much taxes are withheld from your paycheck for state and federal income taxes.Now, let’s look at one more federal form you are required to complete when you go to work as a new employee.

The U.S. Citizenship and Immigration Services office of the U. S. Department of Homeland Security,requires that **Form I-9, Employment Eligibility Verification** be completed by all new employees and their employers. 

Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States by all U.S. employers. Both employees and employers must complete the form.

**Payroll Activity 4- December: Instructions:**

**TWO-PARTS TO THIS ACTIVITY!**

Form I-9: Open the link, choose the Form I-9 paper version. Save the form as a PDF with FirstLastNameI9 and submit through Dropbox. You will not be able to sign the form but you can date it. <https://www.uscis.gov/i-9>

Below, you will find 10 payroll questions to answer. Key your answers in the right column in the table below. You should **bold** your answers or change the font color. Save your document as FirstLastName4 and submit through Dropbox.

**Continued: Payroll Activity 4- December**

|  |  |  |
| --- | --- | --- |
| 1.2.3. | In Activity 1, you learned about services that our income taxes fund. List three of those services: |  |
| 4.5.6. | From Activity 2, list three types of federal (U.S.) income taxes that can come directly from your paycheck: |  |
| 7.8. | What are the two forms that new employees complete to determine their allowances for tax withholding from their paychecks? Name the federal form name and the state form name (Georgia’s form). |  |
| 9.10. | In Lesson 3, you learned about F.I.C.A. tax. Name the two taxes that make up this tax. |  |

End of Activity 4