



# MARY'S Tack & Feed

**TENT SALE 2020 APPLICATION**  
for Temporary Employment  
Dates: Feb. 14, 15, & 16

**Special Note: App. is Due 1/24/20**

If you are hired, we'll email & call you  
to confirm your schedule for temporary  
hire by Thursday, 1/30/20.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (for Paycheck): \_\_\_\_\_

Are you interested in applying for a permanent position at Mary's? YES ☐ NO ☐ I HAVE BEFORE ☐

Do you have retail experience? YES ☐ NO ☐

Have you worked Tent Sale before? YES ☐ NO ☐ If so, list position here: \_\_\_\_\_

### Availability:

Please check the box of days you can work - All Hours or Fill in times you are available to work. Most needed is after 10am.

☐ **Thursday, 2/13:** 10-5pm ☐ or \_\_\_\_\_

☐ **Friday, 2/14:** 8:30-5pm ☐ or \_\_\_\_\_

☐ **Saturday, 2/15:** 8:30-5pm ☐ or \_\_\_\_\_

☐ **Sunday, 2/16:** 8:30-5pm ☐ or \_\_\_\_\_

Will you still accept employment  
if you are scheduled less than 6  
hours on any of the days?

YES ☐ NO ☐

**Completed Application must be received absolutely no later than Friday, Jan. 24!**

### Checklist - for completed Application:

☐ **I-9** (must bring required ID: Driver License & Social Security Card or Birth Certificate OR Passport)

☐ **W-4**

☐ **Temporary Employee Agreement**

☐ **Cell Phone Policy** (Required)

☐ **Personal Record & Emergency Contact**

☐ **Acknowledgement of Sale Practices**

☐ **Code of Safe Practices** (for Temporary Employee Records)

**T-Shirt Sizes:** (Please Check - Men or Women + Your Size)

☐ **Ladies - OR -** ☐ **Men**

☐ **Small** ☐ **Medium** ☐ **Large** ☐ **XL** ☐ **XXL**

☐ **Work Permit (under 18) - signed by school**  
(must be at least 16 to be considered)

### Start on getting work permit now!

Getting a work permit is a process; be sure to get it from school,  
bring to Mary's to be signed, take back to school to sign & then  
turn it in with a complete packet by 1/24/20.

\*\*\*PLEASE NOTE: THIS IS NOT A GUARANTEE OF HIRING\*\*\*

**Thanks for your interest in helping us out during this important event!**

**Sales Managers:** Aurelle Thibodeau & Shannon Hunt

**Questions?** - Call: 858-755-2015 or Email: aurelle@marystack.com / shannon@marystack.com

## **2019 Tent Sale Temp Application Questionnaire**

Every year for our annual Tent Sale Mary's needs help from as many as 30 temporary employees in order to make our event a success! The roles we need to fill are of a wide range. Please take a few minutes to answer the following questions.

1. Do you have any retail experience? If so please explain:
  
  
  
  
  
  
  
  
  
  
2. What is your experience in regard to Riding Disciplines?
  
  
  
  
  
  
  
  
  
  
3. What else should we know about your horse experience besides riding history?
  
  
  
  
  
  
  
  
  
  
4. Can you be on your feet for several hours? Yes / NO
5. Can you climb a ladder comfortably up to 4 feet? Yes / No
6. Can you lift up to 25 pounds without help? Yes / No
7. Would you accept a stationary task that you could opt to sit for? Yes / No
8. What makes you awesome to work along side of?

Thank you for your interest in assisting us!

# Temporary Employee Agreement

*Please print*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I understand that if I am hired for the event my employment at Mary's Tack & Feed is temporary and will not include benefits or vacation/sick accrual. I agree to abide by Mary's customer service and employee standards. I understand who my direct supervisor is during this temporary employment.

Supervisor name (print) Juls Lorenz

Dates of special event/employment dates: Tent Sale 2019. Temporary help will be hired for some

or all of the dates between February 28 and March 3, 2019.

Signature of temporary employee \_\_\_\_\_

Date \_\_\_\_\_

## PERSONAL RECORD & EMERGENCY CONTACT

NAME \_\_\_\_\_  
(print) last first middle maiden/previous

ADDRESS \_\_\_\_\_  
street city state zip

BIRTH DATE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

NAME OF SPOUSE \_\_\_\_\_ SPOUSE BIRTH DATE \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_ WORK PH # \_\_\_\_\_

# OF DEPENDENTS \_\_\_\_\_ AGES OF CHILDREN \_\_\_\_\_

### IN CASE OF EMERGENCY (state 2)

NAME \_\_\_\_\_  
(print) last first relationship

ADDRESS \_\_\_\_\_  
street city state zip

BUSINESS PH # \_\_\_\_\_ HOME PH # \_\_\_\_\_

NAME \_\_\_\_\_  
(print) last first relationship

ADDRESS \_\_\_\_\_  
street city state zip

BUSINESS PH # \_\_\_\_\_ HOME PH # \_\_\_\_\_

DATE OF EMPLOYMENT \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Please keep the Personnel Department informed of any changes that may occur in the future

Signature \_\_\_\_\_ Date \_\_\_\_\_



### Mary's Tack & Feed Personal Cell Phone Policy

For the best customer service that Mary's can provide, please be aware that personal mobile phone use while on duty with customers is prohibited here at Mary's Tack & Feed. **Mobile phones and pagers must be kept in your car or in a locker in the staff area** and only used during breaks and/or before/after shift hours.

All use of Mary's company phones should be for business use only. By signing the form below you acknowledge receipt of this sheet and agree to follow this policy. Thank you.



I have read and will abide by Mary's mobile phone policy

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Employment Eligibility Verification**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

► **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<br>[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ] |                         | 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):

|   |
|---|
| <input type="checkbox"/> 1. A citizen of the United States  |
| <input type="checkbox"/> 2. A noncitizen national of the United States ( <i>See instructions</i> )  |
| <input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____   |
| <input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____<br>Some aliens may write "N/A" in the expiration date field. ( <i>See instructions</i> )<br><br><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:<br/>An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i><br><br>1. Alien Registration Number/USCIS Number: _____<br><b>OR</b><br>2. Form I-94 Admission Number: _____<br><b>OR</b><br>3. Foreign Passport Number: _____<br>Country of Issuance: _____ |
| QR Code - Section 1<br>Do Not Write In This Space   |

|                       |                           |
|-----------------------|---------------------------|
| 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 |



Employer Completes Next Page





**Employment Eligibility Verification**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

**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.")

|  |                         |  |            |   |
|--|-------------------------|--|------------|---|
| <b>Employee Info from Section 1</b>                    | Last Name (Family Name) | First Name (Given Name)  | M.I.       | Citizenship/Immigration Status            |
| <b>List A</b><br>Identity and Employment Authorization | <b>OR</b>               | <b>List B</b><br>Identity  | <b>AND</b> | <b>List C</b><br>Employment Authorization |
| Document Title   |                         | Document Title   |            | Document Title                            |
| Issuing Authority                                      |                         | Issuing Authority  |            | Issuing Authority                         |
| Document Number  |                         | Document Number  |            | Document Number                           |
| Expiration Date (if any)(mm/dd/yyyy)                   |                         | Expiration Date (if any)(mm/dd/yyyy)   |            | Expiration Date (if any)(mm/dd/yyyy)      |
| Document Title   |                         | <div>Additional Information</div> <div>QR Code - Sections 2 &amp; 3<br/>Do Not Write In This Space</div> |            |   |
| Issuing Authority                                      |                         |  |            |   |
| Document Number  |                         |  |            |   |
| Expiration Date (if any)(mm/dd/yyyy)                   |                         |  |            |   |
| Document Title   |                         |  |            |   |
| Issuing Authority                                      |                         |  |            |   |
| Document Number  |                         |  |            |   |
| Expiration Date (if any)(mm/dd/yyyy)                   |                         |  |            |   |
| Document Title   |                         |  |            |   |
| Issuing Authority                                      |                         |  |            |   |
| Document Number  |                         |  |            |   |
| Expiration Date (if any)(mm/dd/yyyy)                   |                         |  |            |   |

**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)

|  |  |   |              |  |          |
|--|--|---|--------------|--|----------|
| Signature of Employer or Authorized Representative                   |  | Today's Date (mm/dd/yyyy)                           |              | Title of Employer or Authorized Representative |          |
| Last Name of Employer or Authorized Representative                   |  | First Name of Employer or Authorized Representative |              | Employer's Business or Organization Name       |          |
| 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.)

|                                    |  |                         |  |                   |
|------------------------------------|--|-------------------------|--|-------------------|
| <b>A. New Name (if applicable)</b> |  |                         | <b>B. Date of Rehire (if applicable)</b> |                   |
| Last Name (Family Name)            |  | First Name (Given Name) | Middle Initial                           | Date (mm/dd/yyyy) |

**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.

|                |                 |                                       |
|----------------|-----------------|---------------------------------------|
| Document Title | Document Number | Expiration Date (if any) (mm/dd/yyyy) |
|----------------|-----------------|---------------------------------------|

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.

|  |                           |   |
|--|---------------------------|---|
| Signature of Employer or Authorized Representative | Today's Date (mm/dd/yyyy) | Name of Employer or Authorized Representative |
|--|---------------------------|---|

## 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.

| <b>LIST A</b><br><b>Documents that Establish Both Identity and Employment Authorization</b>  | <b>OR</b> | <b>LIST B</b><br><b>Documents that Establish Identity</b>  | <b>AND</b><br><b>LIST C</b><br><b>Documents that Establish Employment Authorization</b>   |
|--|-----------|--|---|
| <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 a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <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 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.</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> |           | <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, gender, 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, gender, 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>For persons under age 18 who are unable to present a document listed above:</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> | <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</li> </ol> |

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

**Employee's Withholding Certificate****2020**

- ▶ **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   | Last name | (b) Social security number   |
| Address   |           | ▶ <b>Does your name match the name on your social security card?</b> 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"/> <b>Single or Married filing separately</b><br><input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er))<br><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.) |           |  |

**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 online estimator, and privacy.

**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 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 2020 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 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.)

**Step 3:  
Claim  
Dependents**

If your 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 . . . . . ▶ \$

Add the amounts above and enter the total here . . . . . **3** \$

**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) |
|-----------------------------|--------------------------|--------------------------------------|



## 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](http://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.

**Exemption from withholding.** You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), 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 2020 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 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

**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](http://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 the 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](http://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.** Step 3 of Form W-4 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 2020 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](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 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 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may 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 . . . . . **1** \$ \_\_\_\_\_
- 2** Enter:  $\left\{ \begin{array}{l} \bullet \$24,800 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,650 \text{ if you're head of household} \\ \bullet \$12,400 \text{ if you're single or married filing separately} \end{array} \right\}$  . . . . . **2** \$ \_\_\_\_\_
- 3** If line 1 is greater than line 2, subtract line 2 from line 1. 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 Schedule 1 (Form 1040 or 1040-SR)). 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** \$ \_\_\_\_\_

**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 with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses 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 nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is 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.

**Married Filing Jointly or Qualifying Widow(er)**

| Higher Paying Job<br>Annual Taxable<br>Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                      |                      |                      |                      |                      |                      |                      |                      |                      |                        |                        |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
|  | \$0 -<br>9,999                                | \$10,000 -<br>19,999 | \$20,000 -<br>29,999 | \$30,000 -<br>39,999 | \$40,000 -<br>49,999 | \$50,000 -<br>59,999 | \$60,000 -<br>69,999 | \$70,000 -<br>79,999 | \$80,000 -<br>89,999 | \$90,000 -<br>99,999 | \$100,000 -<br>109,999 | \$110,000 -<br>120,000 |
| \$0 - 9,999  | \$0   | \$220                | \$850                | \$900                | \$1,020              | \$1,020              | \$1,020              | \$1,020              | \$1,020              | \$1,210              | \$1,870                | \$1,870                |
| \$10,000 - 19,999                                    | 220   | 1,220                | 1,900                | 2,100                | 2,220                | 2,220                | 2,220                | 2,220                | 2,410                | 3,410                | 4,070                  | 4,070                  |
| \$20,000 - 29,999                                    | 850   | 1,900                | 2,730                | 2,930                | 3,050                | 3,050                | 3,050                | 3,240                | 4,240                | 5,240                | 5,900                  | 5,900                  |
| \$30,000 - 39,999                                    | 900   | 2,100                | 2,930                | 3,130                | 3,250                | 3,250                | 3,440                | 4,440                | 5,440                | 6,440                | 7,100                  | 7,100                  |
| \$40,000 - 49,999                                    | 1,020   | 2,220                | 3,050                | 3,250                | 3,370                | 3,570                | 4,570                | 5,570                | 6,570                | 7,570                | 8,220                  | 8,220                  |
| \$50,000 - 59,999                                    | 1,020   | 2,220                | 3,050                | 3,250                | 3,570                | 4,570                | 5,570                | 6,570                | 7,570                | 8,570                | 9,220                  | 9,220                  |
| \$60,000 - 69,999                                    | 1,020   | 2,220                | 3,050                | 3,440                | 4,570                | 5,570                | 6,570                | 7,570                | 8,570                | 9,570                | 10,220                 | 10,220                 |
| \$70,000 - 79,999                                    | 1,020   | 2,220                | 3,240                | 4,440                | 5,570                | 6,570                | 7,570                | 8,570                | 9,570                | 10,570               | 11,220                 | 11,240                 |
| \$80,000 - 99,999                                    | 1,060   | 3,260                | 5,090                | 6,290                | 7,420                | 8,420                | 9,420                | 10,420               | 11,420               | 12,420               | 13,260                 | 13,460                 |
| \$100,000 - 149,999                                  | 1,870   | 4,070                | 5,900                | 7,100                | 8,220                | 9,320                | 10,520               | 11,720               | 12,920               | 14,120               | 14,980                 | 15,180                 |
| \$150,000 - 239,999                                  | 2,040   | 4,440                | 6,470                | 7,870                | 9,190                | 10,390               | 11,590               | 12,790               | 13,990               | 15,190               | 16,050                 | 16,250                 |
| \$240,000 - 259,999                                  | 2,040   | 4,440                | 6,470                | 7,870                | 9,190                | 10,390               | 11,590               | 12,790               | 13,990               | 15,520               | 17,170                 | 18,170                 |
| \$260,000 - 279,999                                  | 2,040   | 4,440                | 6,470                | 7,870                | 9,190                | 10,390               | 11,590               | 13,120               | 15,120               | 17,120               | 18,770                 | 19,770                 |
| \$280,000 - 299,999                                  | 2,040   | 4,440                | 6,470                | 7,870                | 9,190                | 10,720               | 12,720               | 14,720               | 16,720               | 18,720               | 20,370                 | 21,370                 |
| \$300,000 - 319,999                                  | 2,040   | 4,440                | 6,470                | 8,200                | 10,320               | 12,320               | 14,320               | 16,320               | 18,320               | 20,320               | 21,970                 | 22,970                 |
| \$320,000 - 364,999                                  | 2,720   | 5,920                | 8,750                | 10,950               | 13,070               | 15,070               | 17,070               | 19,070               | 21,290               | 23,590               | 25,540                 | 26,840                 |
| \$365,000 - 524,999                                  | 2,970   | 6,470                | 9,600                | 12,100               | 14,530               | 16,830               | 19,130               | 21,430               | 23,730               | 26,030               | 27,980                 | 29,280                 |
| \$525,000 and over                                   | 3,140   | 6,840                | 10,170               | 12,870               | 15,500               | 18,000               | 20,500               | 23,000               | 25,500               | 28,000               | 30,150                 | 31,650                 |

**Single or Married Filing Separately**

| Higher Paying Job<br>Annual Taxable<br>Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                      |                      |                      |                      |                      |                      |                      |                      |                      |                        |                        |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
|  | \$0 -<br>9,999                                | \$10,000 -<br>19,999 | \$20,000 -<br>29,999 | \$30,000 -<br>39,999 | \$40,000 -<br>49,999 | \$50,000 -<br>59,999 | \$60,000 -<br>69,999 | \$70,000 -<br>79,999 | \$80,000 -<br>89,999 | \$90,000 -<br>99,999 | \$100,000 -<br>109,999 | \$110,000 -<br>120,000 |
| \$0 - 9,999  | \$460   | \$940                | \$1,020              | \$1,020              | \$1,470              | \$1,870              | \$1,870              | \$1,870              | \$1,870              | \$2,040              | \$2,040                | \$2,040                |
| \$10,000 - 19,999                                    | 940   | 1,530                | 1,610                | 2,060                | 3,060                | 3,460                | 3,460                | 3,460                | 3,640                | 3,830                | 3,830                  | 3,830                  |
| \$20,000 - 29,999                                    | 1,020   | 1,610                | 2,130                | 3,130                | 4,130                | 4,540                | 4,540                | 4,720                | 4,920                | 5,110                | 5,110                  | 5,110                  |
| \$30,000 - 39,999                                    | 1,020   | 2,060                | 3,130                | 4,130                | 5,130                | 5,540                | 5,720                | 5,920                | 6,120                | 6,310                | 6,310                  | 6,310                  |
| \$40,000 - 59,999                                    | 1,870   | 3,460                | 4,540                | 5,540                | 6,690                | 7,290                | 7,490                | 7,690                | 7,890                | 8,080                | 8,080                  | 8,080                  |
| \$60,000 - 79,999                                    | 1,870   | 3,460                | 4,690                | 5,890                | 7,090                | 7,690                | 7,890                | 8,090                | 8,290                | 8,480                | 9,260                  | 10,060                 |
| \$80,000 - 99,999                                    | 2,020   | 3,810                | 5,090                | 6,290                | 7,490                | 8,090                | 8,290                | 8,490                | 9,470                | 10,460               | 11,260                 | 12,060                 |
| \$100,000 - 124,999                                  | 2,040   | 3,830                | 5,110                | 6,310                | 7,510                | 8,430                | 9,430                | 10,430               | 11,430               | 12,420               | 13,520                 | 14,620                 |
| \$125,000 - 149,999                                  | 2,040   | 3,830                | 5,110                | 7,030                | 9,030                | 10,430               | 11,430               | 12,580               | 13,880               | 15,170               | 16,270                 | 17,370                 |
| \$150,000 - 174,999                                  | 2,360   | 4,950                | 7,030                | 9,030                | 11,030               | 12,730               | 14,030               | 15,330               | 16,630               | 17,920               | 19,020                 | 20,120                 |
| \$175,000 - 199,999                                  | 2,720   | 5,310                | 7,540                | 9,840                | 12,140               | 13,840               | 15,140               | 16,440               | 17,740               | 19,030               | 20,130                 | 21,230                 |
| \$200,000 - 249,999                                  | 2,970   | 5,860                | 8,240                | 10,540               | 12,840               | 14,540               | 15,840               | 17,140               | 18,440               | 19,730               | 20,830                 | 21,930                 |
| \$250,000 - 399,999                                  | 2,970   | 5,860                | 8,240                | 10,540               | 12,840               | 14,540               | 15,840               | 17,140               | 18,440               | 19,730               | 20,830                 | 21,930                 |
| \$400,000 - 449,999                                  | 2,970   | 5,860                | 8,240                | 10,540               | 12,840               | 14,540               | 15,840               | 17,140               | 18,450               | 19,940               | 21,240                 | 22,540                 |
| \$450,000 and over                                   | 3,140   | 6,230                | 8,810                | 11,310               | 13,810               | 15,710               | 17,210               | 18,710               | 20,210               | 21,700               | 23,000                 | 24,300                 |

**Head of Household**

| Higher Paying Job<br>Annual Taxable<br>Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                      |                      |                      |                      |                      |                      |                      |                      |                      |                        |                        |
|--|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|
|  | \$0 -<br>9,999                                | \$10,000 -<br>19,999 | \$20,000 -<br>29,999 | \$30,000 -<br>39,999 | \$40,000 -<br>49,999 | \$50,000 -<br>59,999 | \$60,000 -<br>69,999 | \$70,000 -<br>79,999 | \$80,000 -<br>89,999 | \$90,000 -<br>99,999 | \$100,000 -<br>109,999 | \$110,000 -<br>120,000 |
| \$0 - 9,999  | \$0   | \$830                | \$930                | \$1,020              | \$1,020              | \$1,020              | \$1,480              | \$1,870              | \$1,870              | \$1,930              | \$2,040                | \$2,040                |
| \$10,000 - 19,999                                    | 830   | 1,920                | 2,130                | 2,220                | 2,220                | 2,680                | 3,680                | 4,070                | 4,130                | 4,330                | 4,440                  | 4,440                  |
| \$20,000 - 29,999                                    | 930   | 2,130                | 2,350                | 2,430                | 2,900                | 3,900                | 4,900                | 5,340                | 5,540                | 5,740                | 5,850                  | 5,850                  |
| \$30,000 - 39,999                                    | 1,020   | 2,220                | 2,430                | 2,980                | 3,980                | 4,980                | 6,040                | 6,630                | 6,830                | 7,030                | 7,140                  | 7,140                  |
| \$40,000 - 59,999                                    | 1,020   | 2,530                | 3,750                | 4,830                | 5,860                | 7,060                | 8,260                | 8,850                | 9,050                | 9,250                | 9,360                  | 9,360                  |
| \$60,000 - 79,999                                    | 1,870   | 4,070                | 5,310                | 6,600                | 7,800                | 9,000                | 10,200               | 10,780               | 10,980               | 11,180               | 11,580                 | 12,380                 |
| \$80,000 - 99,999                                    | 1,900   | 4,300                | 5,710                | 7,000                | 8,200                | 9,400                | 10,600               | 11,180               | 11,670               | 12,670               | 13,580                 | 14,380                 |
| \$100,000 - 124,999                                  | 2,040   | 4,440                | 5,850                | 7,140                | 8,340                | 9,540                | 11,360               | 12,750               | 13,750               | 14,750               | 15,770                 | 16,870                 |
| \$125,000 - 149,999                                  | 2,040   | 4,440                | 5,850                | 7,360                | 9,360                | 11,360               | 13,360               | 14,750               | 16,010               | 17,310               | 18,520                 | 19,620                 |
| \$150,000 - 174,999                                  | 2,040   | 5,060                | 7,280                | 9,360                | 11,360               | 13,480               | 15,780               | 17,460               | 18,760               | 20,060               | 21,270                 | 22,370                 |
| \$175,000 - 199,999                                  | 2,720   | 5,920                | 8,130                | 10,480               | 12,780               | 15,080               | 17,380               | 19,070               | 20,370               | 21,670               | 22,880                 | 23,980                 |
| \$200,000 - 249,999                                  | 2,970   | 6,470                | 8,990                | 11,370               | 13,670               | 15,970               | 18,270               | 19,960               | 21,260               | 22,560               | 23,770                 | 24,870                 |
| \$250,000 - 349,999                                  | 2,970   | 6,470                | 8,990                | 11,370               | 13,670               | 15,970               | 18,270               | 19,960               | 21,260               | 22,560               | 23,770                 | 24,870                 |
| \$350,000 - 449,999                                  | 2,970   | 6,470                | 8,990                | 11,370               | 13,670               | 15,970               | 18,270               | 19,960               | 21,260               | 22,560               | 23,900                 | 25,200                 |
| \$450,000 and over                                   | 3,140   | 6,840                | 9,560                | 12,140               | 14,640               | 17,140               | 19,640               | 21,530               | 23,030               | 24,530               | 25,940                 | 27,240                 |





## **CODE OF SAFE PRACTICES**

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance:

To carry out these policies employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, use paging system to notify all employees and evacuate.
7. Upon hearing announcement, stop work and proceed to the nearest clear exit.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over, and all areas under stairways that are egress routes should not be used to store combustibles such as compressed gas or fuel.
11. Materials and equipment will not be stored against doors or exits, or fire extinguisher stations.

12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors. Ladders should be inspected prior to use to insure they are in good working order.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect pallets and their loads for integrity and stability before loading or moving.
26. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
27. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.

28. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.
29. Appliances such as coffee pots, microwaves and vacuums should be kept in working order and inspected for signs of wear, heat or fraying of cords.
30. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
31. Inspect motorized vehicles and other mechanized equipment daily prior to use.
32. Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles.
33. Inspect pallets and their loads for integrity and stability before loading or moving.
34. Always keep flammable or toxic chemicals in closed containers when not in use.
35. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
36. Cleaning supplies should be stored away from edible items in break room.
37. Cleaning solvents and flammable liquids should be stored in appropriate containers.
38. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
39. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
40. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. misuse can cause damage to the equipment and possible injury to the user.
41. Familiarize yourself with the location of the first aid kit, which is located at the sales manager's desk.



## MARY'S TA CK & FEED

### ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF CODE OF SAFE PRACTICES

**TO ALL EMPLOYEES:**

ATTACHED IS A COPY OF THE CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS YOUR RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE. YOUR SUPERVISOR WILL REVIEW AND ANSWER ANY QUESTIONS YOU MAY HAVE.

THE ATTACHED COPY OF THE CODE OF SAFE PRACTICES IS FOR YOU TO KEEP. PLEASE SIGN AND DATE BELOW AND RETURN ONLY THIS PAGE TO THE ACCOUNTING DEPARTMENT.

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I AGREE TO READ AND FOLLOW THE CODE OF SAFE PRACTICES.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_