

Thank you for your interest in pursuing a *Field Staff Position* with our company. **This Application packet is for those interested in pursuing a** *Field Staff Position***, and who are also qualified CDL Drivers**. If you do **not** have a Commercial Driver License, please download the *Field Staff Application for Applicants with a Regular Driver License* (See Employment Page of CrewZers.com)

Please find information and instructions (below) for submitting your application packet. Submittal of this Application is not a guarantee of employment, and does not automatically constitute an offer of employment.

Minimum Requirements: (Drug Free Company, Smoke Free Environment)

- For Tanker Driver Position, must have a valid Class A CDL with Tanker Endorsement
- For Crew Carrier Driver Position, must have a valid Class B CDL with Passenger Endorsement
- Must have at least 3 years of CDL Driving Experience.
- Must have Clean Driving Record.
- Must have valid Medical Card and Medical Long Form
- Must be able to work evenings, nights and/or weekends and/or a modified work week.
- Must be available to work "On-Call" including nights and weekends for indefinite periods.
- Must be able to communicate effectively (both speaking & writing) in English.
- Must be able to pass *Pre-Employment Drug Test* and *Random Drug Tests*.
- Trailer/Towing experience preferred, but not required.

Please Submit your *Application for Employment* with the following items:

- Complete & sign each form in the *Application packet* (pages 1-17)
- Include a readable *color* copy of your CDL (front and back sides)
- Include a readable *color* copy of your Social Security Card
- Include a readable copy of a current *Medical Card*
- Include a readable copy of your *Medical Long Form*

Please submit the above items to the following address:

CrewZers Fire Crew Transport Inc ATTN Applicant for Field Staff Support PO BOX 52408 MESA, AZ 85208-0121

PLEASE DO NOT FAX YOUR APPLICATION PACKET PLEASE DO NOT EMAIL YOUR APPLICATION PACKET

Please do **not** require us to provide a signature to retrieve your *application packet* from the post office. Our local post office is very busy and we cannot spare the staff time to wait in line. You may e-mail Questions or Inquiries regarding this application to <u>info@crewzers.com</u>.



APPLICATION FOR EMPLOYMENT: FIELD STAFF POSITION (CDL QUALIFIED)

Please answer all questions completely and in print. Incomplete applications will not be accepted.

Applying for (check one or more): Field Staff Tanker Driver Crew Carrier Driver

Applic	ant Last Name	5	Applicant First	Name Middl	e Initial			
Home Address			Apt. #	City		State	ZIP Code	
Main Phone	Mobile Pho	ne		Alternate Phone			E-MAIL Address	
Do you have any relatives who are er	nployed by Cr	ewZers?	Yes No	If YES, please list them b	oelow.			
Name(s)		Relatio	nship to you			Phone	Numbers	
Person(s) to contact in case of Emerg	ency	Relatio	nship to you			Phone	Numbers	
PREVIOUS ADDRESSES (3 YEARS) Address		<u> </u>						
STREET			CITY		STATE & Z	21P	HOW LONG?	
STREET			CITY		STATE & ZIP		HOW LONG?	
STREET		CITY			STATE & ZIP		HOW LONG?	
Are you legally authorized to immigration status authorized Have you tested POSITIVE, employer to which you app during the past two years?	zed legal er or REFUSE Ilied for sa	mployn D TO TE fety- <u>sei</u>	nent in the U.s	5.? Yes [P-Employment Drug o	No or <i>Alcoho</i>	l Test ac	lministered by an	
If YES, Employer's Name:				[Date:			
Have you been convicted of a felony or misdemeanor, pled guilty or been released from prison within the past seven (7) years Yes No If YES, indicate the dates and nature of offenses (a conviction will not necessarily bar you from employment).								
Are you at least 18 years old? Yes								
How will you get to work?_								
Are you willing to work SEASONAL ON-CALL, including Nights and Weekends for indefinite periods? Yes No If NO, please state any limitations								
If you are offered employm	ient, when	would	you be availal	ole to work?				

CrewZers Application for Employment (Field Staff Position CDL QUALIFIED) Page 2 of 6

Essential Functions of the Field Staff Position include basic tasks such as Set Up and Take-Down of Tents/Portable Shelters & Equipment, site preparation, maintenance of equipment (cleaning, sweeping, mopping), maintaining equipment logs, and performing equipment duties in a mobile environment. Some job positions will require **Heavy Lifting, Physical Strength, Hand-Eye Coordination & Endurance**. Jobs may include setting up/cleaning mobile shower units, mobile hand wash units and/or mobile laundry detail. Must be able to concentrate on tasks, follow instructions, & work well with others. Hiring will require successful completion of Pre-Employment Drug Test, Background Check, Orientation & Training. Position is Seasonal/On-Call.

Are you able to perform **Essential Functions of the** *Field Staff Position* (see above) without special accommodations? Yes No If NO, what special accommodation, if any, would you require?

CrewZers provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, National Origin, age, disability, or veteran status.

CDL QUALIFICATIONS	(List all States & CDL License Info for the last 10 y	ears)
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STATE	LICENSE NUMBER	ТҮРЕ	EXPIRATION DATE

DRIVING EXPERIENCE

PE OF EQUIPMENT			APPROXIMATE # OF MILES				
	FROM	то	(TOTAL)				
D L Driver during the	last 5 years:						
Have you taken any special courses or training that help you as a CDL Driver: If YES, please list:							
Have you been awarded any safe driving awards? If YES, please list:							
9:	s or training that h		s or training that help you as a CDL Driver: If YES, please				

In the last five (5) years, has your driver's license been revoked or suspended? Yes No If YES, give Date and Reason:

In the last five (5) years, have you been convicted of **Negligent Driving, DWI or DUI**, **Reckless Driving** or **Open Container**? Yes INO If YES, give date and offense:

List all accidents in the last five (5) years in which you were at fault, including employment-related accidents.

DATE Month/Year	BRIEF DESCRIPTION	DAMAGE (Approximate Dollar Amount)	INJURIES	Were you given a traffic citation?

Applicant Skills

List any skills that may be useful for the *Field Staff Position*. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill (1 represents **POOR ability**, while **5** represents **EXCEPTIONAL ability**)

SKILL	Years of Experience	RATING
		12345
		12345
		12345

W	WORK EXPERIENCE This section must be completed in detail.						
			r the last 10 years, STARTING WITH YOUR I	MOST RECENT JOB.			
			for a completed application form. ilities" describe your job in detail .				
				he "duties" section, complete a separate sh	eet in the same format and attach		
_	to this form.						
	If you have bee From (Mo/Yr)	en terminated To (Mo/Yr)	from any previous job(s), please state the Name of Employer:	specific reason(s) why Employer Address, City & State:			
1		10 (100/11)	Name of employer.	employer Address, city & state.			
Endi	ing Salary:	Your Title	•	Supervisor Name & Title:	Phone:		
Nun	nber of Work Hours	per Week:		You may contact this employer. Yes	No Contact me first		
Duti	es and Responsibili	ties:		1			
Rea	son for leaving/v	vishing to leav	e:				
	From (Mo/Yr)	To (Mo/Yr)	Name of Employer:	Employer Address, City & State:			
2							
Endi	ing Salary:	Your Title:		Supervisor Name & Title:	Phone:		
2.1.0	ing outer y	rour mier					
Nun	nber of Work Hours	per Week:		You may contact this employer. Yes	No Contact me first		
Duti	es and Responsibili	ties:					
Rea	son for Leaving/Wis	hing to Leave:					
~	From (Mo/Yr)	To (Mo/Yr)	Name of Employer:	Employer Address, City & State:			
3							
End	ing Salary:	Your Title:		Supervisor Name & Title:	Phone:		
EIIU	ing Salary.	four fille.		supervisor Name & Title.	Phone.		
Nun	nber of Work Hours	per Week:		You may contact this employer. Yes	No Contact me first		
Duti	es and Responsibili	ties:		•			
0	f ! i h+"						
кеа	Reason for Leaving/Wishing to Leave:						

4	From (Mo/Yr)	To (Mo/Yr)	Name of Employer:	Employer Address, City & State:			
Endi	ng Salary:	Your Title:		Supervisor Name & Title:	Phone:		
Nun	nber of Work Hours	per Week:		You may contact this employer. Yes No	Contact me first		
Duti	es and Responsibili	ties:					
Rea	son for Leaving/Wis	hing to Leave:					
5	5 From (Mo/Yr) To (Mo/Yr) Name of Employer: Employer Address, City & State:						
Endi	ng Salary:	Your Title:		Supervisor Name & Title:	Phone:		
Nun	ber of Work Hours	per Week:		You may contact this employer. Yes No	Contact me first		
Duti	es and Responsibili	ties:					
Rea	son for Leaving/Wis	hing to Leave:					
6	From (Mo/Yr)	To (Mo/Yr)	Name of Employer:	Employer Address, City & State:			
Endi	ng Salary:	Your Title:	I	Supervisor Name & Title:	Phone:		
Nun	ber of Work Hours	per Week:		You may contact this employer. Yes No	Contact me first		
Duti	es and Responsibili	ties:		•			
Rea	son for Leaving/Wis	hing to Leave:					
7	From (Mo/Yr)	To (Mo/Yr)	Name of Employer:	Employer Address, City & State:			
Endi	ng Salary:	Your Title:		Supervisor Name & Title:	Phone:		
	ber of Work Hours			You may contact this employer. Yes No	Contact me first		
Duti	es and Responsibili	ties:					
Rea	son for Leaving/Wis	hing to Leave:					
L							

Give Dates and explain all periods of **UNEMPLOYMENT** during the past 10 years:

CrewZers Application for Employment (Field Staff Position CDL QUALIFIED) Page 5 of 6

I acknowledge that submittal of my application packet does not automatically constitute an offer of employment.

I certify that I have completed this application and that all information contained within is true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of fact on this or any other document required by Crewzers will constitute grounds for Rejection of my Application.

I further understand that an employment offer will be subject to successful completion and results for drug and alcohol background check, drug testing, reference checks, driver's record evaluation, and criminal history checks. Having applied for employment with Crewzers, I hereby agree and give my consent that any person, firm or organization listed herein is authorized to furnish Crewzers with reference material concerning my character, past employment or any other information requested.

I agree to take any *post-offer employment physical, drug and/or alcohol tests,* as are required. I agree to wear protective clothing or devices as required and to comply with safety rules. I authorize Crewzers to obtain my employment and non-employment driving record, including all *State Department of Licensing Actions* that have occurred under the driver's license I **now hold**, the driver licenses I **have held**, or the driver licenses I **may obtain** in the future. I further agree to any other conditions of employment described in the application materials.

I authorize CrewZers Fire Crew Transport, Inc. to make such investigations and inquiries of my employment and medical history and other related matters as may be necessary to make an employment decision. I hereby release my employers, schools, health care providers, and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in my dismissal. I understand that I am required to abide by all rules and regulations of CrewZers, USDOT, USFS, BLM, BIA, DOD, and any other contracting agencies.

Signature _____

Date:_____

Print Name_____

COMMENTS (Office Use Only)



I fully acknowledge that USDOT Rules and Regulations apply to me as a driver of a CrewZers vehicle. I will abide by all applicable USDOT Rules and Regulations, including:

- Observance of maximum driving time for passenger-carrying vehicles
- Driver's record of duty status (via submittal of the Driver's Daily Log)
- Safe Operation of vehicles as per 66 FR 22516-392.62
- Required stops at all railroad grade crossings
- Observance of prohibition against smoking in a company vehicle (USDOT Reg. § 374.201)
- Observance of prohibition against "texting" while driving (USDOT Reg. § 392.80) "Driving does not include operating a commercial motor vehicle with or without the motor running when the driver moved the vehicle to the side of, or off, a highway, as defined in 49 CFR 390.5, and halted in a location where the vehicle can remain stationary."
- Observance of prohibition against *cell phone use* while driving.
 You are prohibited from holding, dialing or reaching for a hand-held cellular phone while driving. Violators will be subject to \$2750.00 fine (maximum of \$11,000.00 fine) by USDOT. Violators will be fired. USE THE BUDDY SYSTEM (passengers in the vehicle may answer your phone for you) else PULL OVER AND PARK IT!
- **Observance of prohibition against** *alcohol use* while on company time. (We have a Zero Tolerance Alcohol Policy.)

I acknowledge that I am prohibited from *cell phone use* at all times while driving a company vehicle. I acknowledge that cell phone use while driving a company vehicle will be cause for **my immediate dismissal**. I will vacate all roads and/or highways and "Park" the company vehicle prior to *cell phone use*. When necessary, I will return any "urgent missed calls" once I have safely parked the company vehicle.

Employee Signature

Date

Print Name



Fair Credit Reporting Act Disclosure Statement

In accordance with the provisions of Section 604(b)(2)(A) of *the Fair Credit Reporting Act*, Public Law 91-508, as amended by the *Consumer Credit Reporting Act of 1996* (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations.

I authorize you to make such investigations and inquiries of my person, employment or medical history and other related maters as may be necessary in arriving at an employment decision. I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the company.

I understand that information I provide regarding current and/or previous employers may be used, and those employers(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e).

Applicants Signature

Date

Print Name

Social Security Number

CONFIDENTIAL FAXED OR MAILED INQUIRY TO PAST EMPLOYER(S)

Dear Personnel Manager,

Г

Your company has been identified as a previous employer by the applicant listed in the box below. The applicant is applying for a driver position with:

CrewZers Fire Crew Transport, Inc 10662 East University Dr Apache Junction, AZ 85120-4271

Please fill out the bottom portion of this form and return it via fax or mail to the above listed crewZers address. (A self addressed stamped envelope is enclosed for your convenience.) The applicant has signed a statement of release in the box shown below. Thank you for your time and consideration of this matter.

INFORMATION IN BOX TO BE COMPLETED BY THE APPLICANT (1 PER EACH CDL-REQUIRED EMPLOYER)

То:		Date
(Former Employer-Name, Address, City, State) I hereby authorize your company to release all records of emplo ability, and fitness (including dates of any and all alcohol or drug to any alcohol or drug tests and any rehabilitation completion un Transport, INC (or their authorized agents) when they request employment. I hereby release your company and its employee any type as a result of providing the following information to cre	g tests, those confirmed re nder direction of SAP/MRC t such information in conne s, officers, directors and a	esults and/or my refusal to submit b) to crewZers Fire Crew ection with my application for gents for any and all liability of
Applicant's Signature, Date	Dates of Employme	nţ
Applicant's Name	Applicants Social S	ecurity Number
What position did the applicant hold in your company? If he/she was employed as a driver, please list:	Type of Genera f each:	Trailer pulled
Traffic Violations? YES or NO . If yes, please list the dates and License(s) suspended? YES or NO . If yes, please list: License Problems with Bonding? YES or NO . If yes, please briefly exp Why did this person leave your company? Would you re-employ this person? YES or NO . If no, please ex Inquiry on alcohol and controlled substances information f • Alcohol tests with result of .04 or greater? • Verified positive controlled substance test results? • Refusal to be tested?	e type:License lain: xplain: for preceding two (2) yea YES or NO. If yes, plea YES or NO. If yes, plea	#State rs: se give dates se give dates
 Refusal to be tested? Rehab completed under direction of SAP/MRO? Additional Comments: Any problems with customer relations, s 	YES or NO. If yes, plea	se give dates se give dates uipment?

Signature or person providing above information

Title of person providing above information

Name of person providing above information

phone number

Company

CONFIDENTIAL FAXED OR MAILED INQUIRY TO PAST EMPLOYER(S)

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INFORMATION IN BOX TO BE COMPLETED BY THE APPLICANT (1 PER EACH CDL-REQUIRED EMPLOYER)

To:		Date
(Former Employer-Name, Address, City, State) I hereby authorize your company to release all records of emploability, and fitness (including dates of any and all alcohol or dru to any alcohol or drug tests and any rehabilitation completion u Transport, INC (or their authorized agents) when they reques employment. I hereby release your company and its employee any type as a result of providing the following information to cre	g tests, those confirmed results a nder direction of SAP/MRO) to cr t such information in connection v s, officers, directors and agents for	nd/or my refusal to submit ewZers Fire Crew vith my application for or any and all liability of
Applicant's Signature, Date	Dates of Employment	
Applicant's Name	Applicants Social Security N	umber
What position did the applicant hold in your company? If he/she was employed as a driver, please list:	Type of Trailer General area o	pulled
Traffic Violations? YES or NO. If yes, please list the dates and	brief descriptions of each:	
License(s) suspended? YES or NO . If yes, please list: License Problems with Bonding? YES or NO . If yes, please briefly exp Why did this person leave your company? Would you re-employ this person? YES or NO . If no, please e Inquiry on alcohol and controlled substances information f • Alcohol tests with result of .04 or greater? • Verified positive controlled substance test results?	lain:	dates
 Refusal to be tested? Rehab completed under direction of SAP/MRO? Additional Comments: Any problems with customer relations, s 		dates

Signature or person providing above information

Title of person providing above information

Name of person providing above information

phone number

Company

MOTOR VEHICLE DRIVER'S CERTIFICATION OF VIOLATIONS

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past 12 months.

If you have no violations, write **NONE** below, before you sign and date this document.

Date	Offense	Location	Type of Vehicle Operated

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violation required to be listed during the past 12 months:

Driver's Signature

Driver's Name

Date CrewZers Fire Crew Transport Inc

10662 East University Dr, Apache Junction, AZ 85120-4271

Reviewed By

Title



RELEASE & DOCUMENTATION OF PRE-EMPLOYMENT TESTING INFORMATION BY DRIVER/APPLICANT FOR TRANSPORTATION COMPANIES THAT DID NOT HIRE THEM.

49 CFR Part 40.25 (j)

As required by FMSCA section 49 CFR-Part 40.25 (j) effective September 2001, an employer must ask a prospective employee whether he or she has ever tested positive, or refused to test, on any pre-employment drug test administered by an employer to whom the employee applied, but did not obtain, safety-sensitive transportation work covered by DOT drug and alcohol testing rules during the past two (2) years.

TO BE COMPLETED BY THE APPLICANT:

During the past (2) years, have you tested positive on a pre-employment drug test required by a DOT company to which you applied, but did not obtain a position?

NO_____ YES_____

During the past (2) years, have you ever refused to take a pre-employment drug test required by a DOT company to which you applied, but did not obtain a position?

NO_____ YES_____

If you have answered **yes** to either of the above questions, please provide documentation of your successful completion of the required Substance Abuse Professional evaluation, treatment and return-to-duty process.

Applicants Name

Applicants Signature

Social Security #

Date

Confidential Information Agreement for Employee

This confidential information assignment agreement ("the agreement") is made between **crewZers Fire Crew Transport**, **Inc** ("the company") and the undersigned employee. In consideration of my employment with the company which for purposes of this agreement shall be deemed to include any subsidiaries or affiliates of the company, the receipt of confidential information while associated with the company and other good and valuable consideration, I, the undersigned individual, agree that:

Term of agreement. This Agreement shall continue in full force and effect for the duration of my employment by the company and shall continue thereafter as otherwise provided in this Agreement.

Definitions. "Proprietary Information" is all information and any idea whatever form, tangible or intangible, pertaining in any manner to the business of the Company, or any of its Affiliates, or its employees, clients, consultants, or business associates, which was produced by any employee or consultant of the Company in the course of his or her employment or consulting relationship or otherwise produced or acquired by or on behalf of the company. All proprietary information known only through improper means, shall be deemed "Confidential Information." By example and without limiting the foregoing definition, proprietary and Confidential Information shall include but not be limited to *formulas, research and development techniques, processes, trade secrets, computer programs, software, electronic codes, subject ideas & inventions, innovations, patents, patent applications, discoveries, improvements, data, know-how, formats, test results & research project, information about costs, profits, markets, sales, contracts & lists of customers and agencies, Business, marketing and strategic plans, forecasts, unpublished financial information. Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which the Company is engaged or contemplates engaging and all information of which the unauthorized disclosure could be detrimental to the interests of the Company, whether or not such information is identified as Confidential Information by the Company.*

Existence of Confidential Information. The company owns and has developed and compiled and will develop and compile certain trade secrets, proprietary techniques and other Confidential Information which have great value to its business. This Confidential Information includes not only information disclosed by the Company to me, but also information developed or learned by me during the course of my employment with the Company.

Protection of Confidential Information. I will not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in my assigned duties and for the benefit of the Company, any of the Company's Confidential Proprietary information, either during or after my employment with the Company. I acknowledge that I am aware that the unauthorized disclosure of Confidential Information of the Company may be highly prejudicial to its interests, an invasion of privacy and an improper disclosure of trade secrets.

Delivery of Confidential Information. Upon request, or when my employment with the Company terminates, I will immediately deliver to the Company all copies of any and all materials and writings received from, created for, or belonging to the Company including but no limited to, those which relate to or contain Confidential Information.

Location & Production. I shall maintain at my work vehicle and/or any other place under my control only such Confidential Information as I have a current "need to know". I shall return to the appropriate person or location or otherwise properly dispose of Confidential Information once that need to know no longer exists. I shall not make copies of or otherwise reproduce Confidential information unless there is a legitimate business need of the Company for reproduction.

Prior Actions & Knowledge. I represent and warrant that from the time of my first contact with the Company, I held in strict confidence all Confidential Proprietary Information and have not disclosed any Confidential Information, directly or indirectly, to anyone outside of the Company, or used, copied, published or summarized any Confidential Information, except to the extent otherwise permitted in this agreement.

Third Party Information. I acknowledge that the Company has received and in the future will receive assignments from outside agencies. I will hold all such information in the strictest confidence and not disclose or use it, except as necessary to perform my obligations hereunder and as is consistent with the Company's agreement with such agencies.

Proprietary Rights, Inventions and New Ideas. The term "Subject Ideas or Inventions" includes all *ideas, processes, trademarks, service marks, inventions, designs, technologies, computer hardware or software, original works of authorship, formulas, discoveries, patents, copyrights, copyrightable works products, marketing and business ideas, and all improvements, know-how, data, rights, and claims related to the foregoing that, whether or not patentable, which are conceived, developed or created which (1) relate to the Company's current or contemplated business or activities, (2) relate to the Company's actual or anticipated advancement or development; (3) result from any work performed by me for the Company; (4) involve the use of the company's request, or any projects specifically assigned to me; or (6) result from my access to any of the Company's memoranda, notes, records, drawings, sketches, models, maps, customer lists, research results, data, formulae, specifications, inventions, processes, forms, worksheets, business practices, booklets, equipment, locations of equipment, or other materials (collectively, "Company Materials").*

I have read and understand the **Confidential Information Agreement for Employee** in its entirety. I understand that I am bound by this agreement to maintain the confidentiality of **crewZers Fire Crew Transport**, **Inc** at all times, during and after my employment with the Company.

Employee Signature

Print Employee Name

Form W-4 (2012)

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. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

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

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. The IRS has created a page on IRS.gov for information about Form W-4, at *www.irs.gov/w4*. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

			may owe additional tax. If yo	-	· On that p	age.			
		Personal	Allowances Works	heet (Keep fo	or your records.)				
Α	Enter "1" for yo	ourself if no one else can c	laim you as a dependent				A	<u> </u>	
	(You are single and hav 	e only one job; or)			
в	Enter "1" if:	• You are married, have				}.	E	3	
	ι	 Your wages from a second 	ond job or your spouse's v	vages (or the tot	al of both) are \$1,50	0 or less. J			
С	Enter "1" for yo	our spouse. But, you may o	choose to enter "-0-" if ye	ou are married a	and have either a w	orking spouse	or more		
	than one job. (Entering "-0-" may help you avoid having too little tax withheld.)								
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return D								
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) E								
F	Enter "1" if you	have at least \$1,900 of ch	ild or dependent care e	xpenses for wh	nich you plan to clai	m a credit .	F	:	
	(Note. Do not i	nclude child support paym	ents. See Pub. 503, Child	d and Depender	nt Care Expenses, f	or details.)			
G	Child Tax Cred	lit (including additional chil	d tax credit). See Pub. 9	72, Child Tax C	redit, for more infor	mation.			
	 If your total in 	come will be less than \$61	,000 (\$90,000 if married)	, enter "2" for e	ach eligible child; th	nen less "1" if y	ou have th	ree to	
	seven eligible c	hildren or less "2" if you ha	ave eight or more eligible	e children.					
	• If your total inc	ome will be between \$61,000	and \$84,000 (\$90,000 and \$	\$119,000 if marrie	ed), enter "1" for each	eligible child .	0) 	
н	Add lines A throu	ugh G and enter total here. (N	ote. This may be different f	rom the number	of exemptions you cla	aim on your tax r	return.) 🕨 🖡	ł	
	For accuracy,	• If you plan to itemize and Adjustments Wo	or claim adjustments to in rksheet on page 2.	ncome and wan	t to reduce your with	holding, see the	e Deduction	ns	
	complete all	• If you are single and	have more than one job						
	worksheets that apply earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/M avoid having too little tax withheld.						orksheet or	n page 2 to	
	that apply.	Ŭ Ŭ	situations applies, stop h	ere and enter th	e number from line H	l on line 5 of Fo	rm W-4 held	214/	
			live Form W-4 to your em						
			-						
Form	W-4	Employe	e's Withholding	g Allowand	ce Certifica	te	OMB No.	1545-0074	
	ment of the Treasury		tled to claim a certain numb		2012				
Interna	Revenue Service	and middle initial	e IRS. Your employer may b	e required to send	a copy of this form t				
'	Your first name	and middle millai	Last name			2 Your social	security nur	nder	
	Home address (number and street or rural route)							
		·····,		3 Single		ed, but withhold at			
	City or town, sta	ate, and ZIP code		Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. 4 If your last name differs from that shown on your social security card,					
	,			-	You must call 1-800-7	-	-		
5	Total number	of allowances you are clai	ming (from line H above				5		
6		nount, if any, you want with	0 (n page 2)	6 \$		
7		otion from withholding for 2			following condition	s for exemptic			
•		had a right to a refund of al	-		-		//.		
	•	expect a refund of all feder			•				
	,	oth conditions, write "Exen				7			
Unde		jury, I declare that I have exa				elief, it is true, co	orrect, and o	complete.	
	ovee's signature								
		e unless you sign it.) ►				Date ►			
8		e and address (Employer: Comp	lete lines 8 and 10 only if send	ding to the IRS.)	9 Office code (optional)	10 Employer ic	lentification n	umber (EIN)	

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2012)

14

12,001 -

22,001 -

25,001 -

30,001 -

40,001 - 48,000 48,001 - 55,000

55,001 - 65,000

65,001 - 72,000 72,001 - 85,000

85,001 - 97,000

97,001 - 110,000

110,001 - 120,000

22,000

25,000

30.000

40,000

Form W	V-4 (2012)								Page	
			Deduct	ions and A	djustments Works	heet				
Note	e. Use this work	sheet <i>only</i> if	you plan to itemize d	eductions or	claim certain credits or	adjustments	to income.			
1	charitable cor	ntributions, s	tate and local taxes,	medical expe	e include qualifying ho enses in excess of 7.5	% of your inc		\$		
2	Enter: \$8	,700 if head	ried filing jointly or qu of household	, ,	v(er) }		2	\$		
			or married filing sep	•	J					
3			. If zero or less, enter				3 ub.505) 4	\$		
4	Enter an estimate of your 2012 adjustments to income and any additional standard deduction (see Pub. 505)							\$		
5				•	nt for credits from the	-				
	-				b. 505.)		-	\$		
6		-	-		vidends or interest) .			<u>\$</u>		
7	Subtract line	6 from line 5	. If zero or less, enter	"-0-"			7	\$		
8	Divide the am	ount on line	7 by \$3,800 and ente	er the result h	ere. Drop any fraction		8			
9	Enter the num	ber from the	Personal Allowance	es Workshee	t, line H, page 1		9			
10					the Two-Earners/Mul					
	also enter this	total on line	1 below. Otherwise,	stop here an	d enter this total on Fo	rm W-4, line t	5, page 1 10			
	Т	wo-Earne	rs/Multiple Jobs	Worksheet	t (See Two earners of	or multiple j	obs on page 1.	.)		
Note	e. Use this work	sheet <i>only</i> if	the instructions unde	r line H on pa	ige 1 direct you here.					
1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet) 1									
2	2 Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if									
	you are marrie than "3" .	ed filing joint		e highest pay	ing job are \$65,000 or	less, do not e 	nter more			
3			-		om line 1. Enter the re of this worksheet...					
Note	,	-			age 1. Complete lines		•	addi	tional	
Note			sary to avoid a year-		age 1. complete intes		clow to lighte the	adan	lona	
4	-		e 2 of this worksheet			1				
- 5			a 1 of this worksheet			5				
6							6			
7					ST paying job and ente			\$		
8					additional annual with			<u>φ</u> \$		
9		•			12. For example, divid	-		Ψ		
9				•	2011. Enter the result h					
								\$		
Table 1 Married Filing Jointly All Others				Table 2			Oth c			
	es from LOWEST	Enter on	If wages from LOWEST	Enter on	Married Filing	Enter on	If wages from HIGI	Othei HEST	Enter on	
paying	g job are-	line 2 above	paying job are—	line 2 above	paying job are—	line 7 above	paying job are-		line 7 above	
	\$0 - \$5,000 01 - 12,000	0 1	\$0 - \$8,000 8,001 - 15,000	0	\$0 - \$70,000 70.001 - 125.000	\$570 950	\$0 - \$35,0 35,001 - 90,0		\$570 950	

8

9

10

70,001 - 125,000

125,001 - 190,000 190,001 - 340,000

340,001 and over

120,001 - 135,000 14 135,001 and over 15 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 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.

9 10

11

12

13

15,001 - 25,000

30,001 - 40,000

65,001 - 80,000 80,001 - 95,000

95,001 - 120,000

120,001 and over

30,000

50,000 50,001 - 65,000

25,001 -

40,001 -

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.

1,060

1,250

1,330

90,001 - 170,000

170,001 - 375,000

375,001 and over

1,060

1,250

1,330

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.

Department of Homeland Security U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information a	nd Verification (To	be completed and sign	ned by employee	at the time employment begins.)		
Print Name: Last	First		Middle Initial	Maiden Name		
Address (Street Name and Number)			Apt. #	Date of Birth (month/day/year)		
City	State		Zip Code Social Security #			
I am aware that federal law provid imprisonment and/or fines for fals use of false documents in connecti completion of this form.	e statements or	A citizen o A noncitiz A lawful p An alien au	I attest, under penalty of perjury, that I am (check one of the following): A citizen of the United States A noncitizen national of the United States (see instructions) A lawful permanent resident (Alien #) An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year)			
Employee's Signature		Date (month/d				
Preparer and/or Translator Certifi penalty of perjury, that I have assisted in the Preparer's/Translator's Signature	fication (To be complet completion of this form a	ed and signed if Section 1 is nd that to the best of my know Print Name	wledge the informatio	other than the employee.) I attest, under n is true and correct.		
Address (Street Name and Number	, City, State, Zip Code)		Date (month/day/year)			
Section 2. Employer Review and V examine one document from List B c expiration date, if any, of the docum	and one from List C,	ompleted and signed b as listed on the reverse	y employer. Exan e of this form, and	nine one document from List A OR I record the title, number, and		
List A Document title:	OR	List B	AND	List C		
Issuing authority:						
Document #:						
Expiration Date (if any):						
Document #:						
Expiration Date (if any):						
the above-listed document(s) appear t	o be genuine and to r d that to the best of n ate the employee bega	elate to the employee na 1y knowledge the employ	med, that the emp	ed by the above-named employee, that loyee began employment on o work in the United States. (State		
		-				
Business or Organization Name and Address	(Street Name and Numbe	r, City, State, Zip Code)		Date (month/day/year)		
Section 3. Updating and Reverific	ation (To be comple	ted and signed by empl				
A. New Name (if applicable)			B. Date of Re	hire (month/day/year) (if applicable)		
C. If employee's previous grant of work auth	orization has expired, pro	vide the information below f	for the document that	establishes current employment authorization.		
Document Title:		Document #:		Expiration Date (if any):		
l attest, under penalty of perjury, that to the document(s), the document(s) l have examined at the document of the document o				ited States, and if the employee presented		
Signature of Employer or Authorized Repres	entative			Date (month/day/year)		

THIS FORM TO BE FILLED OUT BY ARIZONA RESIDENTS

Employee's Arizona Withholding Percentage Election

2012

Type or print your full name	Your social security number								
Home address (number and street or rural route)									
City or town, state, and ZIP code									
Arizona Withholding Percentage Election Options									
Choose only one: 1									
(check only one box): □ 0.8% □ 1.3% □ 2.7% □ 3.6% □ 4.2% [Additional amount to be withheld per paycheck \$	☐ 5.1% of my gross taxable wages.								
2 🛛 I hereby elect an Arizona withholding percentage of zero, and I certify that I expect to have no Arizon	na tax liability for the current taxable year.								

I certify that I have made the percentage election marked above.

SIGNATURE

ARIZONA FORM

Δ-4

DATE

EMPLOYEE'S INSTRUCTIONS

Arizona law requires your employer to withhold Arizona income tax from your wages for work done in Arizona. This amount is applied to your Arizona income tax due when you file your tax return. The amount withheld is a percentage of your gross taxable wages of every paycheck. You may also have your employer withhold an extra amount from each paycheck. Complete this form to select a percentage and any extra amount to be withheld from each paycheck.

What are my "Gross Taxable Wages"?

For withholding purposes, your "gross taxable wages" are the wages that will generally be in box 1 of your federal Form W-2. It is your gross wages less any pretax deductions, such as your share of health insurance premiums.

New Employees

Complete this form in the first five days of employment to select an Arizona withholding percentage. You may also have your employer withhold an extra amount from each paycheck. If you do not file this form, the department requires your employer to withhold 2.7% of your gross taxable wages.

Current Employees

If you want to change the current amount withheld, you must file this form to change the Arizona withholding percentage or change the extra amount withheld.

What Should I do With Form A-4?

Give your completed Form A-4 to your employer.

Electing a Withholding Percentage of Zero

You may elect an Arizona withholding percentage of zero if you expect to have no Arizona income tax liability for the current year. Arizona tax liability is gross tax liability less any tax credits, such as the family tax credit, school tax credits, or credits for taxes paid to other states. If you make this election, your employer will not withhold Arizona income tax from your wages for payroll periods beginning after the date you file the form. Zero withholding does not relieve you from paying Arizona income taxes that might be due at the time you file your Arizona income tax return. If you have an Arizona tax liability when you file your return or if at any time during the current year conditions change so that you expect to have a tax liability, you should promptly file a new Form A-4 and choose a percentage that applies to you.

Voluntary Withholding Election by Certain Nonresident Employees

Compensation earned by nonresidents while physically working in Arizona for temporary periods is subject to Arizona income tax. However, under Arizona law, compensation paid to certain nonresident employees is not subject to Arizona income tax withholding. These nonresident employees need to review their situations and determine whether they should elect to have Arizona income taxes withheld from their Arizona source compensation. Nonresident employees may request that their employer withhold Arizona income taxes by completing this form to elect an Arizona withholding percentage.