



PO Box 13260  
Maumelle, AR 72113

# Family-Directed Services Support Broker Employment Packet

Welcome to self-direction and to Palco! This packet contains all the forms you need to enroll as an Support Broker and begin providing services to your participant. Please follow all directions in this packet. You will not be paid for services until all forms are completed, Palco verifies all information, criminal checks, and clears you for hire, and you are notified that you are ready to provide service.

You must complete and return:

- |                                                                          |                                                              |
|--------------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Support Broker Intake Form                      | <input type="checkbox"/> Copy of Social Security Card        |
| <input type="checkbox"/> Participant/Support Broker Employment Agreement | <input type="checkbox"/> Payroll Information Worksheet       |
| <input type="checkbox"/> Medicaid/Support Broker Agreement               | <input type="checkbox"/> IRS Form W-4                        |
| <input type="checkbox"/> US CIS Form I-9                                 | <input type="checkbox"/> Idaho State Form W-4                |
| <input type="checkbox"/> I-9 Supporting Documentation                    | <input type="checkbox"/> Pay Selection & Direct Deposit Form |

We encourage you to use the checklist above as a final review before you return the forms to Palco. Failure to return these forms will delay enrollment. The other documents, including information on how to complete forms, the payment schedule, Palco's Notice of Privacy Practices, F.A.Q. and similar instructional forms, are for informational purposes only and do not need to be returned to Palco. Send completed paper forms by fax, email or mail to Palco at the address below.

**Fax: 877-859-8757**  
**Email: [enrollment@palcofirst.com](mailto:enrollment@palcofirst.com)**  
**Palco, Inc.**  
**Attn: Enrollment**  
**P.O. Box 13260**  
**Maumelle, AR 72113**

Visit our website to download an intake form OR contact customer support to get connected to an enrollment specialist. You must complete a consent form before receiving an email with your login instructions. Follow the instructions in that email to complete your enrollment.

Should you need any assistance during this process, please contact a friendly customer support representative at 1.866.710.0456 or [info@palcofirst.com](mailto:info@palcofirst.com).

We look forward to serving you!

Sincerely,  
The Palco Team

## **Frequently Asked Questions**

Palco serves individuals who participate in the self-directed model by providing various financial, customer support, and informational services. Below are frequently asked questions to help you understand our processes, your requirements, and how to receive assistance.

### **How do I complete forms if I am unable to sign?**

We encourage you to enroll online, as there are plenty of accessible options on our website. However, if you are unable to use our online system, you may either sign with an X or a mark, then have a witness legibly sign the document on the line above the 'witnessed by'.

### **What if I need assistance in completing forms?**

Online enrollment is the easiest method for completing forms. Palco customer support agents can assist you in gaining credentials to enroll online. Or, if you would prefer, our staff can provide in-person assistance with completing forms.

### **When can the worker begin providing services?**

Palco will notify the employer and the worker once all requirements for enrollment have been met. The date of this notification is the date work can begin. Any work performed prior to that date will not be paid by the program.

### **Can a worker provide services to multiple participants?**

Yes. However, a worker must abide by all program rules, especially those regarding overlapping claims for payment of services.

### **What happens if a worker wants to work for another employer?**

Workers may be employed by as many employers as he or she would like. Each time he or she begins working for a new employer, a new worker packet must be completed, just like getting any new job. However, some requirements may be waived depending on the circumstances, such as providing a copy of Social Security cards or documentation related to receiving direct deposit. Generally, background checks can also transfer, but be sure to check with your program rules to make sure you understand all the requirements.

### **What happens if a worker stops providing services?**

Anytime a worker stops providing service, Palco must be notified via an Employment Separation Notice, which can be found on our website. Even after termination, workers should keep Palco aware of any changes in contact information throughout the year, so that we can send correspondence, such as W-2s, to the correct address.

### **How does a participant change an employer of record?**

A Designation of Surrogate Employer form must be completed. Be sure to include the date of the change at the top of the form.

### **How does an employer of record change impact existing workers?**

Workers must re-complete some new hire forms, such as the I-9. Palco will notify you of the requirements. Be sure to complete any required forms so that your pay is not impacted.

### **Can someone correspond with Palco on my behalf?**

Federal and state privacy laws prevent Palco from disclosing personal information to unauthorized individuals. Palco will only correspond with workers about that worker's particular account. Surrogate employers may receive all information about the worker's accounts and information about the participant necessary to carry out employer roles. Participants have unlimited access to information held by Palco on their account. Participants may appoint an authorized user by completing an Authorized User Designation form.

### **What if a worker doesn't receive the funds on the scheduled payday?**

For direct deposited payments, please allow sufficient time for the pay to deposit into your account. We recommend allowing 24 hours after payday for the deposit

### **Will the worker receive a W-2 at year-end?**

W-2s are available January 31. If receiving the W-2 by mail, please allow one week for delivery. All attendants receive a W-2. Workers who earn less than the annual domestic service threshold, per IRS Pub. 15 (Circular E), will also receive a refund of over collected FICA. The employer should encourage their workers to make sure that the correct address and direct deposit information is current with Palco prior to this date, even if the worker is no longer working.

### **How do I change my information with Palco?**

The fastest and easiest method is to log into your account and change your information. Otherwise, you must complete the appropriate form and mail or fax it to Palco. All forms are found at [palcofirst.com](http://palcofirst.com). For name and contact information changes, complete a Change of Information form and attach documentation to show proof of name change which can be driver's license, divorce decree or marriage license. For withholding changes, complete an IRS W-4, or Payroll Information Worksheet. To change payment information, complete a Direct Deposit Authorization. For any other changes, contact Palco customer support.

### **How can Palco be contacted?**

Palco Customer Support representatives are available Monday through Friday, 8:00 a.m. to 5:00 p.m. CST, except state holidays. You may reach us by phone at 501.604.9936 or toll free at 1.866.710.0456, email to [customersupport@palcofirst.com](mailto:customersupport@palcofirst.com), fax to 877.859.8757 or mail to P.O. Box 13260, Maumelle, AR 72113. Palco has a range of translator and interpreter services at your request.



## **Notice of Privacy Practices**

Palco may receive and create records concerning your medical and individually identifiable information (“PHI”) and is required to maintain the privacy and security of your PHI. Please read this notice carefully. If you have questions or concerns, contact the Palco Privacy Officer at [privacy@palcofirst.com](mailto:privacy@palcofirst.com). Palco will only use and disclose your information as allowed by law and as described below:

- **Help manage the health care treatment you receive.** We may disclose your information to provide treatment and administer services, including performing assessments, issuing workers’ compensation and administering similar programs, and recommending services in some situations. We may disclose information to others who implement your health services. We may correspond with you and/or your designated representative (e.g., surrogate employer or authorized user). All emailed correspondence from Palco is encrypted and secure. By emailing Palco with your personal email account, you accept the risk that your correspondence may not be encrypted, nor secure.
- **Run our business, including payment for and administration of your health services.** We may use and disclose your information to receive and issue payment on your behalf and bill Medicaid, Medicare, Managed Care Organizations, the Veterans Administration, or other bodies, as required by your program.
- **Comply with federal and state law, including investigations by the United States Department of Health and Human Services (U.S. DHHS) and law enforcement.** Palco is required by law to comply with investigations by regulatory bodies and issues involving national security. Palco may be required to disclose your information to coroners and other officials at your death.
- **Respond to legal actions and health oversight, such as lawsuits or quality assurance reviews.** Palco may be required to respond to requests, including discovery, subpoenas, audits, and other legal or regulatory matters.

You have the right to:

- **Authorize the use and disclosure of your PHI for reasons not authorized by federal or state law.** Palco will seek your approval to disclose PHI for reasons not required at law, and you may reject disclosure.
- **Receive this notice of privacy practices.** You can request a copy of this notice or view the posting at [palcofirst.com](http://palcofirst.com), in enrollment packets, and in program manuals, as applicable. Palco can change the terms of this notice at any time. Changes will apply to all of your medical records. Direct complaints to the Privacy Officer or the U.S. DHHS.
- **Review and receive copies of your records and a list of disclosures.** Requests must be on a Request for Sensitive Records. We will provide you with a copy or summary within 10 days of receiving your request. We may charge a reasonable, cost-based fee for collection of the records, including postage and labor. Palco may reject some requests if required by law.
- **Request amendments to your records.** Requests must be on a Request to Amend Sensitive Information. We will provide you with a copy or summary or a rejection within 15 days of receiving your request.
- **Request information in an alternate format or restrict access on your records.** Requests must be in writing on a Request for Additional Privacy. We will provide you with a copy or summary within 15 days of receiving your request. We may reject or terminate the request in certain limited cases and will notify you of rejections and terminations.
- **Be notified in case of a breach of your sensitive information.** You will be notified within 60 days by the Privacy Officer.
- **Choose someone to act on your behalf with regard to your records.** You must complete the appropriate forms and information to designate Authorized Users in order for those individuals to communicate with Palco on your behalf.



# PALCO PAYMENT SCHEDULE - 2025

## Idaho Programs

| Service Period     |                    | Timesheets Due to Palco by 12 PM MST | Electronic Timesheets Due by 12 pm | Payments Made by Palco by 5pm |
|--------------------|--------------------|--------------------------------------|------------------------------------|-------------------------------|
| SUNDAY             | SATURDAY           | MONDAY                               | TUESDAY                            | FRIDAY                        |
| Start Date         | End Date           | Deadline                             | Deadline                           | Paid On                       |
| December 15, 2024  | December 28, 2024  | December 30, 2024                    | December 31, 2024                  | January 10, 2025              |
| December 29, 2024  | January 11, 2025   | January 13, 2025                     | January 14, 2025                   | January 24, 2025              |
| January 12, 2025   | January 25, 2025   | January 27, 2025                     | January 28, 2025                   | February 7, 2025              |
| January 26, 2025   | February 8, 2025   | February 10, 2025                    | February 11, 2025                  | February 21, 2025             |
| February 9, 2025   | February 22, 2025  | February 24, 2025                    | February 25, 2025                  | March 7, 2025                 |
| February 23, 2025  | March 8, 2025      | March 10, 2025                       | March 11, 2025                     | March 21, 2025                |
| March 9, 2025      | March 22, 2025     | March 24, 2025                       | March 25, 2025                     | April 4, 2025                 |
| March 23, 2025     | April 5, 2025      | April 7, 2025                        | April 8, 2025                      | April 18, 2025                |
| April 6, 2025      | April 19, 2025     | April 21, 2025                       | April 22, 2025                     | May 2, 2025                   |
| April 20, 2025     | May 3, 2025        | May 5, 2025                          | May 6, 2025                        | May 16, 2025                  |
| May 4, 2025        | May 17, 2025       | May 19, 2025                         | May 20, 2025                       | May 30, 2025                  |
| May 18, 2025       | May 31, 2025       | June 2, 2025                         | June 3, 2025                       | June 13, 2025                 |
| June 1, 2025       | June 14, 2025      | June 16, 2025                        | June 17, 2025                      | June 27, 2025                 |
| June 15, 2025      | June 28, 2025      | June 30, 2025                        | July 1, 2025                       | July 11, 2025                 |
| June 29, 2025      | July 12, 2025      | July 14, 2025                        | July 15, 2025                      | July 25, 2025                 |
| July 13, 2025      | July 26, 2025      | July 28, 2025                        | July 29, 2025                      | August 8, 2025                |
| July 27, 2025      | August 9, 2025     | August 11, 2025                      | August 12, 2025                    | August 22, 2025               |
| August 10, 2025    | August 23, 2025    | August 25, 2025                      | August 26, 2025                    | September 5, 2025             |
| August 24, 2025    | September 6, 2025  | September 8, 2025                    | September 9, 2025                  | September 19, 2025            |
| September 7, 2025  | September 20, 2025 | September 22, 2025                   | September 23, 2025                 | October 3, 2025               |
| September 21, 2025 | October 4, 2025    | October 6, 2025                      | October 7, 2025                    | October 17, 2025              |
| October 5, 2025    | October 18, 2025   | October 20, 2025                     | October 21, 2025                   | October 31, 2025              |
| October 19, 2025   | November 1, 2025   | November 3, 2025                     | November 4, 2025                   | November 14, 2025             |
| November 2, 2025   | November 15, 2025  | November 17, 2025                    | November 18, 2025                  | November 28, 2025             |
| November 16, 2025  | November 29, 2025  | December 1, 2025                     | December 2, 2025                   | December 12, 2025             |
| November 30, 2025  | December 13, 2025  | December 15, 2025                    | December 16, 2025                  | December 26, 2025             |
| December 14, 2025  | December 27, 2025  | December 29, 2025                    | December 30, 2025                  | January 9, 2026               |
| December 28, 2025  | January 10, 2026   | January 12, 2026                     | January 13, 2026                   | January 23, 2026              |

Late time submissions and mistakes may result in late payment!

### 2025 Bank and/or Palco Office Closures

|                                                 |                                                 |
|-------------------------------------------------|-------------------------------------------------|
| New Year's Day - Wednesday, January 1*          | Labor Day - Monday, September 1*                |
| Martin Luther King, Jr Day - Monday, January 20 | Columbus Day- Monday, October 13                |
| President's Day- Monday, February 17            | Veterans Day - Tuesday, November 11             |
| Memorial Day - Monday, May 26*                  | Thanksgiving - Thursday-Friday, November 27-28* |
| Juneteenth Day - Thursday, June 19              | Christmas - Wednesday-Thursday, December 24-25* |
| Independence Day - Friday, July 4*              |                                                 |

\* Palco Office Closures



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

**PARTICIPANT-SUPPORT BROKER EMPLOYMENT AGREEMENT**

This agreement is hereby made between \_\_\_\_\_ a Participant of the  
Participant's Name

Family-Directed Community Supports (FDCS) Option, a Medicaid option administered by the Department of Health and Welfare (department), and \_\_\_\_\_ a Support Broker.  
Support Broker's Name

The participant wants to hire the support broker for services under the FDCS Option. In exchange, the support broker wants to be paid for the services provided to the participant. Both parties understand and agree that payment is made through a fiscal employer agent (FEA), using Medicaid monies and based on time sheets submitted by the support broker and approved by the employer, who is the participant.

To these mutual purposes, the parties promise and agree as follows:

1. Support broker services are to be provided in accordance with "Participant-Support Broker Agreement," and the FDCS rules, according to the Idaho Administrative Procedures Act (IDAPA) 16.03.13, "Consumer-Directed Services."
2. The support broker is hired to help the participant, and assumes no responsibility for the Participant's conduct.
3. That the Support Broker is an employee of the Participant and not an employee of the FDCS Option or the FEA, and agree that the Support Broker is not entitled to, nor will make claim for any employee benefits from the FDCS Option or the FEA, including but not limited to, worker's compensation, disability, life insurance, or health insurance.
4. The Support Broker will take all actions necessary to become the Participant's employee, and to maintain the employment relationship by submitting necessary documents to the FEA, including:
  - A "Support Broker Letter of Approval" from the Department.
  - A Completed W-4, I-9, and other IRS required forms.
  - A completed criminal history check, including clearance in accordance with *IDAPA* 16.05.06, "Criminal History and Background Checks".
  - A copy of this agreement.
  - Participant approved time sheets that record the hours the support broker worked.
5. The Support Broker will provide all required support broker duties outlined in Subsection 136.02 of *IDAPA* 16.03.13, "Consumer-Directed Services" and, as mutually agreed upon with the Participant, the optional support broker duties outlined in Subsection 136.03 of *IDAPA* 16.03.13, "Consumer-Directed Services."
6. The Support Broker's wage is not to exceed \$18.72 per hour. It is mutually understood that any overtime hours or services not described in the Participant's "Family-Directed Community Supports Support and Spending Plan," or described elsewhere in this agreement, are not covered by or paid through this agreement.



7. Terms and conditions of work (job duties). **Effective Date:** \_\_\_\_\_.

Please check this box if employer is requiring the support broker to specifically document activities that support billable time in writing in a manner agreed upon between the employer and the support broker and identified in the “other” section of the agreement.

| <b>Service or Task</b><br>Identify the activity that will be completed under each service or task.                                                                                                                                        | <b>Service Code</b>                                                                          | <b>Number of hours per year needed to perform this task</b> |   | <b>Wage per hour</b> |   | <b>Annual Cost</b>  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------|---|----------------------|---|---------------------|
| Person centered planning participation includes:                                                                                                                                                                                          | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Developing the written Support and Spending Plan includes:                                                                                                                                                                                | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Helping the employer to review and monitor the budget includes:                                                                                                                                                                           | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Submitting the employer satisfaction documentation to the department as requested includes:                                                                                                                                               | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Participating in the quality assurance process with the department includes:                                                                                                                                                              | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Helping the employer with the annual re-determination process includes:                                                                                                                                                                   | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Helping the employer to meet participant responsibilities includes:                                                                                                                                                                       | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Criminal History Check Waiver Process (example: complete waiver form, education and counseling to participant and circle of support, assist with detailing rationale for waiver and identifying how health and safety will be protected). | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| Other: Give details of job duties:                                                                                                                                                                                                        | <input type="checkbox"/> SBS<br><input type="checkbox"/> SB2<br><input type="checkbox"/> SB3 |                                                             | x |                      | = | \$<br><br>Sub Total |
| <b>Total Cost of Annual Support:</b>                                                                                                                                                                                                      |                                                                                              |                                                             |   |                      |   | \$                  |





The support broker agrees not to provide or bill for services until:

- An authorized “Support and Spending Plan” has been submitted to the FEA.
- The signed “Employment Agreement” has been submitted to the FEA.
- The signed “Medicaid-Support Broker Agreement” has been submitted to the FEA.

Medicaid funding can only pay for services that are provided. Under the provision of this agreement, the employee cannot bill for holiday, vacation, or sick time taken. Overtime hours are not allowed.

The provisions of this agreement represent the entirety of the agreement between the parties. It may be amended only in writing with both parties consenting with their signatures. It is mutually understood that this is employment at will. Either party can terminate the relationship without cause with 30 days notice. This agreement can be terminated immediately at any time by the participant due to unsatisfactory support broker performance.

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Participant Signature

Date

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Legal Guardian Signature (if applicable)

Date

---

Support Broker Signature

Date







IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

**MEDICAID-SUPPORT BROKER AGREEMENT**

This agreement is hereby made between the Self-Directed Community Supports Option, a Medicaid Option administered by the Department of Health and Welfare (the Department), and \_\_\_\_\_, a Support Broker.

The Support Broker acknowledges that even though he/she is the employee of a participant in the Self-Directed Community Supports Option, the Department, through the Fiscal Employer Agent, is the source of payment for the Support Broker's wages for services performed under the Self-Directed Community Supports Option. Because of the unique relationships of the participant, the Department, and the Fiscal Employer Agent, the Support Broker acknowledges and agrees to the following:

1. That the Support Broker is a provider under the Idaho Medicaid Self-Directed Community Supports Option.
2. To promptly notify the Fiscal Employer Agent, of any change of address or other Support Broker contact information.
3. To accept, as payment in full for all Self-Directed Community Supports services, payments made by the Fiscal Employer Agent, and will make no additional charge except as allowed by the Medicaid Option.
4. To provide all Support Broker services according to the Participant-Support Broker Employment Agreement and all duties and responsibilities in accordance with the rules pertaining to the Support Broker contained in Idaho Administrative Procedures Act (IDAPA) 16.03.13, "Consumer-Directed Services."
5. To protect the confidentiality of personal and health information relating to the participant and his participation in the Medicaid Self-Directed Community Services Option, and to release that information only on request of the participant or as otherwise allowed by law.
6. The Support Broker acknowledges that they are an employee of the participant and not an employee of the Department or the Fiscal Employer Agent, and agrees that the Support Broker is not entitled to, nor will make claim for, any employee benefits from the Department or the Fiscal Employer Agent, including worker's compensation, disability, life and/or health insurance.

The provisions of this agreement represent the entirety of the agreement between the parties. It may be amended only in writing with all parties consenting by their signature.

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Support Broker Signature

Date



Revised 11/09/2015

00869





## Instructions for I-9

The United States Department of Homeland Security, Citizenship, and Immigration Services (CIS) department, requires all U.S. employers and workers to complete the I-9. The purpose is to verify that the applicant worker can be legally employed in the United States. Palco verifies all workers through the U.S. CIS online system.

Use the instructions and checklist below to guide you through completing this form. The applicant worker should complete all fields highlighted in **blue**. The employer should complete all fields highlighted in **yellow**.

### 1. Complete Section 1 at the top of page 1. **Must be completed by the applicant worker.**

- Complete all fields in Section 1. The name here must match the name on your verification documents. (See #3 on this checklist.)

| 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 (if any)     | Other Last Names Used (if any) |                             |
| Address (Street Number and Name)                                                                                                                                                         |                            | Apt. Number (if any)        | City or Town                   | State<br>▼                  |
| ZIP Code                                                                                                                                                                                 | Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | Employee's Email Address       | Employee's Telephone Number |

- Select the following box that applies to you.
  - If you select box 3, supply your alien registration or USCIS number.
  - If you select box 4, supply your work expiration date and complete any one of the three fields that follow.

|                                                                                                                               |                                                                                                        |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): |                                                                                                        |                                                 |
| <input type="checkbox"/>                                                                                                      | 1. A citizen of the United States                                                                      |                                                 |
| <input type="checkbox"/>                                                                                                      | 2. A noncitizen national of the United States (See Instructions.)                                      |                                                 |
| <input type="checkbox"/>                                                                                                      | 3. A lawful permanent resident (Enter USCIS or A-Number.)                                              |                                                 |
| <input type="checkbox"/>                                                                                                      | 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) |                                                 |
| If you check Item Number 4., enter one of these:                                                                              |                                                                                                        |                                                 |
| USCIS A-Number                                                                                                                | OR                                                                                                     | Form I-94 Admission Number                      |
|                                                                                                                               | OR                                                                                                     | Foreign Passport Number and Country of Issuance |

- Sign and date.

|                       |                           |
|-----------------------|---------------------------|
| Signature of Employee | Today's Date (mm/dd/yyyy) |
|-----------------------|---------------------------|

- If necessary, complete the Preparer and/or Translator Certification boxes on page 3.

**2. Complete Section 2 at the bottom of page 1. Must be completed by the employer.**

- Refer to page 2 of the I-9 for appropriate verification documents. Complete all lines associated with the documents provided in the space designated. You must complete one, but not both, of the following two options for submission:
  - One document from List A.
  - One document from List B **and** One document from List C.

|                           | List A | OR                                                                                                                                                                 | List B | AND | List C |
|---------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|--------|
| Document Title 1          |        |                                                                                                                                                                    |        |     |        |
| Issuing Authority         |        |                                                                                                                                                                    |        |     |        |
| Document Number (if any)  |        |                                                                                                                                                                    |        |     |        |
| Expiration Date (if any)  |        |                                                                                                                                                                    |        |     |        |
| Document Title 2 (if any) |        | Additional Information<br><br><br><br><br><br><br><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |        |     |        |
| Issuing Authority         |        |                                                                                                                                                                    |        |     |        |
| Document Number (if any)  |        |                                                                                                                                                                    |        |     |        |
| Expiration Date (if any)  |        |                                                                                                                                                                    |        |     |        |
| Document Title 3 (if any) |        |                                                                                                                                                                    |        |     |        |
| Issuing Authority         |        |                                                                                                                                                                    |        |     |        |
| Document Number (if any)  |        |                                                                                                                                                                    |        |     |        |
| Expiration Date (if any)  |        |                                                                                                                                                                    |        |     |        |

- Attach copies of the verification documents listed on page 1 of the I-9. The employer must review the worker's verification documents.
- Provide the employee's first day of employment in the space provided. This date must match the date the worker signed on page 1.

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_

- Complete the next two rows of information in Section 2, including signing and dating the form.

|                                                                          |  |                                                                            |                           |
|--------------------------------------------------------------------------|--|----------------------------------------------------------------------------|---------------------------|
| Last Name, First Name and Title of Employer or Authorized Representative |  | Signature of Employer or Authorized Representative                         | Today's Date (mm/dd/yyyy) |
| Employer's Business or Organization Name                                 |  | Employer's Business or Organization Address, City or Town, State, ZIP Code |                           |

- Complete page 4 *only* if the worker had a name or citizenship status change, or if the worker previously worked for the employer within the last three years. If none of these apply, leave page 4 blank.

For more information and assistance on how to complete this form, visit <https://www.uscis.gov/i-9>.



# Employment Eligibility Verification

## Department of Homeland Security

### U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No.1615-0047  
Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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 (if any)    | Other Last Names Used (if any) |                                                 |  |
| Address (Street Number and Name)                                                                                                                                                                                                                                                                                                                           |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Apt. Number (if any)     | City or Town               |                                | State<br>ZIP Code                               |  |
| Date of Birth (mm/dd/yyyy)                                                                                                                                                                                                                                                                                                                                 | U.S. Social Security Number |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Employee's Email Address |                            | Employee's Telephone Number    |                                                 |  |
| <p><b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b></p> |                             | <p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</p> <input type="checkbox"/> 1. A citizen of the United States<br><input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)<br><input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)<br><input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any) |                          |                            |                                |                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                            |                             | <p>If you check <b>Item Number 4.</b>, enter one of these:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                            |                                |                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                            |                             | USCIS A-Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | OR                       | Form I-94 Admission Number | OR                             | Foreign Passport Number and Country of Issuance |  |
|                                                                                                                                                                                                                                                                                                                                                            |                             | Signature of Employee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          | Today's Date (mm/dd/yyyy)  |                                |                                                 |  |

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

|                           | List A                                                                                                                                             | OR | List B | AND | List C |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----|--------|-----|--------|
| Document Title 1          |                                                                                                                                                    |    |        |     |        |
| Issuing Authority         |                                                                                                                                                    |    |        |     |        |
| Document Number (if any)  |                                                                                                                                                    |    |        |     |        |
| Expiration Date (if any)  |                                                                                                                                                    |    |        |     |        |
| Document Title 2 (if any) | <p><b>Additional Information</b></p><br><br><br><br><p>Check here if you used an alternative procedure authorized by DHS to examine documents.</p> |    |        |     |        |
| Issuing Authority         |                                                                                                                                                    |    |        |     |        |
| Document Number (if any)  |                                                                                                                                                    |    |        |     |        |
| Expiration Date (if any)  |                                                                                                                                                    |    |        |     |        |
| Document Title 3 (if any) |                                                                                                                                                    |    |        |     |        |
| Issuing Authority         |                                                                                                                                                    |    |        |     |        |
| Document Number (if any)  |                                                                                                                                                    |    |        |     |        |
| Expiration Date (if any)  |                                                                                                                                                    |    |        |     |        |

|                                                                                                                                                                                                                                                                                                                                                |  |                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------|
| <p><b>Certification:</b> I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.</p> |  | <p>First Day of Employment (mm/dd/yyyy):</p>              |
| <p>Last Name, First Name and Title of Employer or Authorized Representative</p>                                                                                                                                                                                                                                                                |  | <p>Signature of Employer or Authorized Representative</p> |
| <p>Employer's Business or Organization Name</p>                                                                                                                                                                                                                                                                                                |  | <p>Today's Date (mm/dd/yyyy)</p>                          |
| <p>Employer's Business or Organization Address, City or Town, State, ZIP Code</p>                                                                                                                                                                                                                                                              |  |                                                           |

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

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

| LIST A<br>Documents that Establish Both Identity and Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | OR | LIST B<br>Documents that Establish Identity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AND | LIST C<br>Documents that Establish Employment Authorization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <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 individual's status or parole 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> | OR | <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 style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></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> | AND | <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               <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</p> </li> </ol> |
| <p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | OR | <p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AND | <p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



# Supplement A, Preparer and/or Translator Certification for Section 1

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

USCIS  
Form I-9  
**Supplement A**  
OMB No. 1615-0047  
Expires 07/31/2026

|                                                          |                                                          |                                                 |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|
| Last Name ( <i>Family Name</i> ) from <b>Section 1</b> . | First Name ( <i>Given Name</i> ) from <b>Section 1</b> . | Middle initial (if any) from <b>Section 1</b> . |
|----------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|

**Instructions:** This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

**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       |  |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          |  | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) |  | City or Town                     | State                      | ZIP Code                         |

**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       |  |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          |  | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) |  | City or Town                     | State                      | ZIP Code                         |

**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       |  |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          |  | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) |  | City or Town                     | State                      | ZIP Code                         |

**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       |  |                                  | Date ( <i>mm/dd/yyyy</i> ) |                                  |
| Last Name ( <i>Family Name</i> )          |  | First Name ( <i>Given Name</i> ) |                            | Middle Initial ( <i>if any</i> ) |
| Address ( <i>Street Number and Name</i> ) |  | City or Town                     | State                      | ZIP Code                         |



# Supplement B, Reverification and Rehire (formerly Section 3)

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

USCIS  
Form I-9  
Supplement B  
OMB No. 1615-0047  
Expires 07/31/2026

|                                                  |                                                  |                                         |
|--------------------------------------------------|--------------------------------------------------|-----------------------------------------|
| Last Name ( <i>Family Name</i> ) from Section 1. | First Name ( <i>Given Name</i> ) from Section 1. | Middle initial (if any) from Section 1. |
|--------------------------------------------------|--------------------------------------------------|-----------------------------------------|

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

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

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

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

**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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

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

|                                                          |                                                                                         |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Additional Information (Initial and date each notation.) | Check here if you used an alternative procedure authorized by DHS to examine documents. |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|

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

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

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

**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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

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

|                                                          |                                                                                         |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Additional Information (Initial and date each notation.) | Check here if you used an alternative procedure authorized by DHS to examine documents. |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|

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

**Reverification:** If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

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

**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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

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

|                                                          |                                                                                         |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Additional Information (Initial and date each notation.) | Check here if you used an alternative procedure authorized by DHS to examine documents. |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------|



## Support Broker Payroll Worksheet

As a home care worker in self-direction, your payroll tax withholdings are subject to special tax rules, and your residency may impact your benefits under labor laws. Completing this form accurately will ensure that your taxes and benefits are calculated properly.

| REQUIRED INFORMATION |                                               |
|----------------------|-----------------------------------------------|
| Support Broker       | ID                                            |
| Employer Name        | Participant Name (If different from Employer) |

### Select the following box that applies:

- This form is part of your **first-time enrollment** with Palco.
- You are already enrolled with Palco and need to **change** your information

### Part A: FICA (Social Security and Medicare) Taxes

The IRS exempts some employers and workers from paying FICA (Social Security and Medicare) taxes.

### Select the appropriate response:

- Non-Exempt.** None of the selections apply.
- Exempt.** I am under 18 and a fulltime student.
- Exempt.** I am a non-resident alien holding a visa for household services.
- Exempt.** I am the spouse of my employer.
- Exempt.** I am the child of my employer and under 21.
- Exempt.** I am the parent of my employer. This includes adoptive and stepparents.

### **Exception: If you are the parent of the employer and select any of the following you are non-exempt**

- I am the parent of the employer and I also provide care for my grandchild or step-grandchild in my child's home.
- I am the parent of the employer, and my grandchild or step-grandchild is under 18 or has a physical or mental condition that requires personal care of an adult for at least four weeks in a row during the calendar quarter in which services are performed.
- I am the parent of the employer, and my child (son or daughter) is widowed, divorced, not remarried or living with a spouse who has a mental or physical condition so the spouse cannot care for my grandchild for at least four weeks in a row during the calendar quarter in which services are performed. By choosing this.

### Part B: Unemployment Tax Exemption

The IRS and State tax agencies exempt some wages from FUTA (Federal Unemployment) or SUTA (State Unemployment) taxes.

**Select the appropriate response:**

- Exempt.** I am the child of my employer and under 21.
- Exempt.** I am the parent of my employer who is an adult. This includes adoptive and stepparents.
- Exempt.** I am the spouse of my employer.
- Exempt.** I am a non-resident alien holding a visa for household services.
- Non-Exempt.** None of the selections apply.

**Part C: Overtime Payments**

There are several factors that may qualify you as being exempt from overtime payments or ineligible for overtime based on program specific rules. Please check the box that applies below:

- Exempt from overtime pay** for any reason, including program rules or that I meet the DOL Home Care Rule Exclusion qualifications, which means that I am a live-in caregiver, or I reside at the participant's residence at least 5 days per week. (See 29 CFR §552.102 and DOL Fact Sheet #79B). *By checking this box, I understand that, if my employer or the program allows me to work more than 40 hours per week, any hours that I do work over 40 in a work week, will NOT be paid at overtime rates.*
- Non-Exempt.** I do not qualify for any exemptions and understand that I will be paid overtime rates for time worked beyond 40 in a work week.

If any of the information in this document changes at any time, please complete a new document and submit to Palco immediately. Failure to notify Palco may result in a tax bill to you or other employment-related matters from your employer. Palco is not responsible for incorrectly calculating or withholding pay due to your failure to complete and submit a new Payroll Information Worksheet. By signing below, you certify that the information in this document is correct and understand that you have the burden to notify Palco immediately of any changes in this information, and you hold Palco harmless for any incorrect information supplied herein.

\_\_\_\_\_  
**Support Broker Printed Name**

\_\_\_\_\_  
**Participant/Legal Guardian Printed Name**

\_\_\_\_\_  
**Support Broker Signature**

\_\_\_\_\_  
**Participant/Legal Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Please return this form to Palco via email to [enrollment@palcofirst.com](mailto:enrollment@palcofirst.com) or via fax to 877-859-8757.**

# Employee's Withholding Certificate

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.

**2025**

|                                                     |                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                            |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1:</b><br><b>Enter Personal Information</b> | (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"/> Single or Married filing separately<br><input type="checkbox"/> Married filing jointly or Qualifying surviving spouse<br><input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) |           |                                                                                                                                                                                                            |

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**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, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**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 the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **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 generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . .

**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.)

|                                                            |                                                                                                                                                                                                                                                   |             |          |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|
| <b>Step 3:</b><br><b>Claim Dependent and Other Credits</b> | If your total 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 for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .                                                                                           | <b>3</b>    | \$ _____ |
| <b>Step 4 (optional): Other Adjustments</b>                | (a) <b>Other income (not from jobs).</b> 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 . . . . . | <b>4(a)</b> | \$ _____ |
|                                                            | (b) <b>Deductions.</b> 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 . . . . .                                        | <b>4(b)</b> | \$ _____ |
|                                                            | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .                                                                                                                                                | <b>4(c)</b> | \$ _____ |

**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**

|                       |                             |                          |                                      |
|-----------------------|-----------------------------|--------------------------|--------------------------------------|
| <b>Employers Only</b> | Employer's name and address | First date of employment | Employer identification number (EIN) |
|                       |                             |                          |                                      |

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### 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, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 **and** you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), 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 2025 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 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

**Your privacy.** Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

**TIP:** Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

**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. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may 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 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.** This step 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. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. 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 2025 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.

Complete Form ID W-4 so your employer can withhold the correct amount of state income tax from your paycheck. Sign the form and give it to your employer. **Use the information on the back** to calculate your Idaho allowances and any additional amount you need withheld from each paycheck. If you plan to itemize deductions, use the worksheet at [tax.idaho.gov/w4](http://tax.idaho.gov/w4).

**Withholding Status**

Check the "A" box (Single) if you're:

- Single with one job or single with multiple jobs
- Filing as head of household

Check the "B" box (Married) if you're:

- Married filing jointly with one job and your spouse doesn't work
- A qualifying widow(er)

Check the "C" box (Married, but withhold at Single rate) if you're:

- Married filing jointly and both people work (or you have multiple jobs)
- Married filing separately



**WITHHOLDING STATUS** (see information above)

**A**  (Single)    **B**  (Married)    **C**  (Married, but withhold at Single rate)

1. Total number of Idaho allowances you're claiming ..... \_\_\_\_\_
2. Additional amount (if any) you need withheld from each paycheck (Enter whole dollars) ..... \_\_\_\_\_

|                                        |
|----------------------------------------|
| Your Social Security number (required) |
|----------------------------------------|

|                             |           |          |
|-----------------------------|-----------|----------|
| Your first name and initial | Last name |          |
| Current mailing address     |           |          |
| City                        | State     | ZIP code |

Under penalties of perjury, I declare that to the best of my knowledge and belief I can claim the number of withholding allowances on line 1 above.

|                |      |
|----------------|------|
| Your signature | Date |
|----------------|------|

**1. Total number of allowances you're claiming.**

Enter the number of children in your household age 16 or under as of December 31, 2022. If you have no qualifying children, enter "0." If your filing status will be head of household on your tax return, add "2" to the number of qualifying children. **Don't claim allowances for you or your spouse.** You can claim fewer allowances but not more.

If you're married, claim your allowances on the W-4 for the highest-paying job for the most accurate withholding. If you're married filing jointly, only one of you should claim the allowances. The other should claim zero allowances.

If you work for more than one employer at the same time, you should claim zero allowances on your W-4 with any employer other than your principal employer.

Write **Exempt** on line 1 if you meet **both** of the following conditions:

- Last year I had no Idaho income tax liability **and**
- This year I expect to have no Idaho income tax liability

**Nonresident Aliens**

**Exempt income.** If you're a nonresident alien and all your income is exempt from withholding, write "Exempt" on line 1.

**Exempt income from a treaty.** If a treaty exempts a portion of your income from withholding, complete federal Form 8233 to claim your treaty benefits, and complete the Idaho W-4 to withhold on income that's not exempt by your treaty.

**Idaho taxable income.** If you're a nonresident alien and have Idaho taxable income, do all of these:

1. Check the "Single" withholding status box regardless of your marital status.
2. Enter 0 on line 1.
3. Using the Pay Period table below, enter the additional amount of income tax to be withheld for each pay period on line 2. *Exception:* If you're a student or business apprentice from India, report \$0 on line 2.

| Pay Period Table             |        |          |             |         |
|------------------------------|--------|----------|-------------|---------|
| If your pay period is:       | Weekly | Biweekly | Semimonthly | Monthly |
| Enter this amount on line 2: | \$16   | \$31     | \$34        | \$68    |

The withholding table calculations for employers include the standard deduction. Because nonresident aliens don't qualify for the standard deduction, the Pay Period table helps ensure that employers withhold enough.

**2. Additional amount, if any, you need withheld from each paycheck.**

**If you're single or married filing separately and have more than one job at a time,** complete the worksheet below to calculate any additional amount you need withheld from each paycheck.

1. Other than your primary job, how many jobs do you expect to have at the same time during 2022? (Don't count your primary job.) .....
2. Multiply the number on line 1 by \$12,550 .....
3. Enter an estimate of your 2022 income from other jobs (not including your primary job) .....
4. Enter the smaller of lines 2 or 3 .....
5. If you completed the itemized deduction worksheet for Idaho ([tax.idaho.gov/w4](http://tax.idaho.gov/w4)), enter the number from line 4. Otherwise, enter "0" .....
6. Multiply the number on line 5 by \$3,154.....
7. Subtract line 6 from line 4 .....
8. Multiply line 7 by 6.5% (.065). This is the additional amount you need to withhold annually .....
9. Divide the amount on line 8 by the number of your remaining pay periods in 2022. Enter the number on line 2 of the W-4 as the additional amount you need withheld from each paycheck .....

**Contact us:**

In the Boise area: (208) 334-7660 | Toll free: (800) 972-7660  
 Hearing impaired (TDD) (800) 377-3529  
[tax.idaho.gov/contact](http://tax.idaho.gov/contact)



## Pay Selection and Direct Deposit Authorization Agreement

### HOW WOULD YOU LIKE TO BE PAID?

Payment Selection: (please check only one box)

- Direct Deposit:  Money Network Services.\*

\*If you choose the Money Network Services Option, Palco will enroll you with our partners at First Data: Money Network Services. You will need to sign an additional Money Network Services Form to enroll.

Request Type (check one):

- New Account Setup  Change in Existing Account  Cancellation

### DIRECT DEPOSIT ACCOUNT INFORMATION

|                                                                                                                                         |                |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|
| Account Holder's Full Name                                                                                                              |                | ID or Last 4 of SSN |
| Financial Institution                                                                                                                   | Routing Number | Account Number      |
| Type of Account (select one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Pre-paid card |                |                     |

**REQUIRED** The following validating documentation is attached:

- Voided check with account holder name printed on the check.  
*Check cannot be a temporary check.*

OR

- Official documentation from financial institution listing account holder name, account, and routing number. This includes letters from banks and paperwork from pre-paid cards.

I authorize Palco, Inc. to initiate deposits and debit entries for the purpose of correcting an erroneous deposit to the account indicated herein. In the event Palco is unable to initiate debit entries, I authorize the repayment to Palco from future amounts owed to me. I understand Palco is not responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to initiating debits against my account. I understand the risks of sharing an account with others, including my employer or worker. Palco is not responsible for any charges I incur from my financial institution. Any changes to my account must be submitted to Palco immediately. This authorization will remain in full force and effect until Palco has received written cancellation in such time and in such manner as to afford Palco and all appropriate financial institutions a reasonable opportunity to act on it.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please return this form to Palco via email: [enrollment@palcofirst.com](mailto:enrollment@palcofirst.com) or via fax to 1.877.859.8757.**