

# ***RADER DETASSELING INC.***

271 ROAD 324

TRUMBULL, NE 68980-9709

402-743-2340

We need the following forms completed: I-9, W-4, W-4N, Disclosure, and In Season Daily Notification sheet. **You may tear off this sheet, but please keep the rest of the sheets stapled together.**

## **I-9**

- 1) Fill out Section #1 on the front page. Then mark the appropriate box: Either Box 1,2,3,or 4. Must add document numbers if you mark Box #3 or Box #4
- 2) If the employee is under 18, a parent/preparer needs to fill out the bottom section marked Preparer or Translator and mark the box, "A Preparer and/or translator assisted the employee"
- 3) Rader Detasseling will fill out the back page of the I9

## **W-4 Federal**

- 1) Fill out Step 1 (a) and (b)
- 2) *To file "Exempt" from federal income tax withholding - You may claim exemption from withholding if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021 (single and will earn less than \$12,550). Certify that you meet both of the conditions above by:*
  - a) *writing "Exempt" in the space below Step 4(c)*
  - b) *Skip step 1 (c) through step 4*
  - c) *Step 5: Employee needs to sign and date*

*To have federal income taxes withheld:*

  - a) *Complete Steps 1 (c) through step 4 if they apply to you; otherwise skip steps 1 (c) - 4*
  - b) *Step 5: Employee needs to sign and date*

## **W-4N State of Nebraska**

- 1) Fill out your Name, Address, Social Security Number, and mark Single or Married
- 2) *To file "Exempt" from state income tax withholding - You may claim exemption from withholding if you meet both of the following conditions: you had no state income tax liability in 2020 and you expect to have no state income tax liability in 2021. You cannot claim exemption if another person can claim you on their tax return; and your total income exceeds \$1,100 and includes more than \$350 of unearned income. To certify that you meet the conditions above by:*
  - a) *writing "Exempt" in box 3; leave box 1, 2 and personal allowances worksheet blank*
  - b) *Employee needs to sign and date*

*OR*

*To have state income taxes withheld:*

  - a) *Complete box 1 by completing the personal allowance worksheet.*
  - b) *Employee needs to sign and date*

## **Disclosure - Rader Detasseling Inc**

- 1) Read it
- 2) Fill out the top section. Please use your mailing address
- 3) If under 18 a parent also needs to sign it. Parent sign and date
- 4) Applicant must sign and date at the bottom.

## **In Season Daily Notification sheet**

- 1) Read the top section
- 2) Fill out the information below with your contact information
- 3) Check appropriate town, if your child will be picked up in different towns on different days, please select more than one town.

**Thank-you for taking the time to fill out the papers. If you have filled out all the papers you will be hired. We will only notify you if you are not hired. If you have any questions, please call or email us at (rader2@hamilton.net) We will give you a call a few days before work begins.**