

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, In Season Daily Notification sheet, and Corteva Emergency Form. **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 top of the 3rd page marked Preparer and/or Translator. Put the employees name on the top line and the Parent or Preparer's information on the next 3 lines.
- 3) Rader Detasseling will fill out Section #2 on the bottom of page 1 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 2023 and you expect to have no federal income tax liability in 2024 (single and will earn less than \$14,600). 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 2023 and you expect to have no state income tax liability in 2024. 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) Applicant must sign and date at the bottom.
- 4) If under 18, a parent also needs to sign it. Parent sign and date

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.