DEFINITION OF COMMUNICATION

• the transfer of intended meaning.
Communication Skills

(K) the elements of the communication cycle.

(C) nonverbal communication assists in providing clear communication.

(C) effective listening improves communication.

(C) methods to use to effectively ask questions to assist in accurate communication.

(C) six easy methods to use to assist in accurately following directions.

(C) methods to use for taking notes which will assist in communication.

(C) that correctly and completely completing workplace forms ensures the accurate gathering of information.

(A) basic communication skills to the requirements of the workplace.
Types of Communication

- **Verbal**
  - Messages are expressed using language and sound.
  - Example: Bring me the parts.

- **Nonverbal**
  - Messages are expressed without the use of language.
  - Example: Rolling of eyes, tears, smiles, etc.

- **Written**
  - Messages expressed using symbols.
  - Example: Paychecks, records, etc.
Nonverbal Communication

- Sender and receiver communicate non-verbally.
- Nonverbal communication involves
  - Physical Behavior.
  - Voice.
- Without effective, nonverbal communication, message/feedback may get confused.
Physical Behavior

- Eye Contact
  - Direct and Impartial

- Body Movement
  - Free and Purposeful

- Gestures
  - Natural and Spontaneous
  - Purposeful
Quality of Voice

Properties

Quality
- Overall impression of the voice.

Intelligibility
- Articulation, pronunciation, vocalized pauses, overuse of stock expressions, substandard grammar

Variety
- Rate, volume, force, pitch, emphasis
Speaking

- Eye Contact
- Body Movement
- Gestures
- Voice Quality
- Pronunciation
- Articulation
- Variety
Organization Patterns

- Time
- Spatial
- Cause/Effect
- Problem/Solution
- Pro/Con
- Topical
Listening Process

- Hearing
- Focusing
- Interpreting
- Remembering
Traits of a Good Listener

- Finds a quiet place to listen.
- Looks at the speaker and uses appropriate facial expressions and body language.
- Concentrates on the speaker’s words.
--listens for key words, phrases, or main points.
Traits of a Good Listener (Continued)

- Avoids forming an opinion until the speaker is finished.
- Listens without interrupting the speaker.
- Paraphrases and asks questions.
- Takes time to evaluate what was said before responding.
Asking Questions
Six Key Words

- Who
- What
- Where
- When
- Why
- How
Six Key Words

- Who?
- What?
- Where?
- When?
- Why?
- How?

Situation: You have just been instructed to go to Bessemer State Technical College tomorrow to take an exam.
Guidelines

- Ask Immediately
- Summarize the Response
- Memorize the Answer
Six Methods

- Concentrate
- Listen
- Watch
- Question
- Write
- Practice
Note Taking Tips

- Date your notes.
- Focus on the main points and listen for key words.
- Abbreviate and use symbols when possible.
- Omit words that are not crucial to the meaning.
- Write the information down as short steps.
Note Taking Tips
(Continued)

- Number steps in the correct order.
- Read directions back to the speaker.
- Ask specific questions.
- Write down any corrections or added instructions.
Ready to Work
Form W-4 - Correctly Filled Out

Form W-4 (2006)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only line 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption expires February 10, 2007. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds $180 and includes more than $900 of self-employment income (for example, interest and dividends) and (b) another person can claim you as a dependent on his or her tax return.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 adjust your withholding allowances based on claimed deductions, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 20% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line 5 below.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

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

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2006. See Pub. 919, especially if your earnings exceed $130,000 (Single) or $160,000 (Married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-922-1090 to initiate a name change and obtain a social security card showing your correct name.

Personal Allowances Worksheet (Keep for your records)

| A | Enter “1” for yourself if no one else can claim you as a dependent |
| B | Enter “1” if you are single and have only one job; or you are married, have only one job, and your spouse does not work; or your wages from a second job or your spouse’s wages (or the total of both) are $1,000 or less. |
| C | Enter “1” for your spouse. But, you may choose to enter “0” if you are married and have either a working spouse or more than one job. (Entering “0” may help you avoid having too little tax withheld.) |
| D | Enter number of dependents (other than your spouse or yourself) you will claim on your tax return |
| E | Enter “1” if you will file as head of household on your tax return (see conditions under Head of household above) |
| F | Enter “1” if you have at least $1,500 of child or dependent care expenses for which you plan to claim a credit. (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) |
| G | Include additional child tax credits. |
| H | Add lines A through G and enter total here. (Note. This may differ from the number of exemptions you claim on your tax return.) |
| I | For accuracy, complete all worksheets that apply. |

Employee’s Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1. Type or print your first name and social security number.
   Joe T. Jones
   SSN 394-88-4675

2. Type or print your last name and title.

3. Check one box that applies.
   [ ] Single [ ] Married, but withheld at higher single rates. [ ] Married, but legally separated, or spouse is a nonresident, check the “Single” box.

4. If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

5. Enter total number of allowances you are claiming from line H above or from the applicable worksheet on page 2.

6. Enter additional amount, if any, you want withheld from each paycheck.

7. I claim exemption from withholding for 2006, and certify that I meet both of the following conditions for exemption.
   a. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
   b. This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

8. If you meet both conditions, write “Exempt” here.

Date April 9, 2002

Employer’s signature

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

Cat. No. 10220G
Form W-4 (2006)
Form W-4 - Correctly Filled Out

Note: Use this worksheet only if you plan to itemize deductions, claim certain credits, or claim adjustments to income on your 2006 tax return.

1. Enter an estimate of your 2006 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2006, you may have to reduce your itemized deductions if your income is over $150,500 ($75,250 if married filing separately, see Worksheet 3 in Pub. 919 for details). $10,300 if married filing jointly or qualifying widow(er)).

2. Enter:
   - $7,550 if head of household
   - $5,150 if single or married filing separately

3. Subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-".

4. Enter an estimate of your 2006 adjustments to income, including alimony, deductible IRA contributions, and student loan interest.

5. Add lines 3 and 4 and enter the total. (Include any amount for credits from Worksheet 7 in Pub. 919).

6. Enter an estimate of your 2006 net wages (such as dividends or interest).

7. Subtract line 6 from line 5. Enter the result, but not less than "-0-".

8. Divide the amount on line 7 by 63,300 and enter the result here. Drop any fraction.

9. Enter the number from the Personal Allowances Worksheet, line H, page 1.

10. Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earner/Two-Job Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total in Form W-4, line 5, page 1.

Two-Earner/Two-Job Worksheet

Note. Use this worksheet only if the instructions under line H on page 1 direct you here.

1. Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet).

2. Find the number in Table 1 below that applies to the LOWEST paying job and enter it here.

3. If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-" and on Form W-4, line 5, page 1. Do not use the rest of this worksheet).

4. If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4-9 below to calculate the additional withholding amount necessary to avoid a year-end tax bill.

5. Enter the number from line 2 of this worksheet.

6. Enter the number from line 1 of this worksheet.

7. Find the number in Table 2 below that applies to the HIGHEST paying job and enter it here.

8. Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed.

9. Divide line 8 by the number of pay periods remaining in 2005. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2005. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck.

Table 1: Two-Earner/Two-Job Worksheet

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from HIGHEST paying job are:</td>
<td>If wages from LOWEST paying job are:</td>
</tr>
<tr>
<td>$0 - $42,000</td>
<td>$0 - $4,500</td>
</tr>
<tr>
<td>4,500 - 9,000</td>
<td>4,000 - 8,500</td>
</tr>
<tr>
<td>9,001 - 18,000</td>
<td>9,001 - 18,000</td>
</tr>
<tr>
<td>18,001 and over</td>
<td>18,001 and over</td>
</tr>
<tr>
<td>$42,001 and over</td>
<td>$42,001 and over</td>
</tr>
</tbody>
</table>

Table 2: Two-Earner/Two-Job Worksheet

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter on line 7 above</td>
<td>Enter on line 7 above</td>
</tr>
<tr>
<td>$0 - $42,000</td>
<td>$0 - $4,500</td>
</tr>
<tr>
<td>4,500 - 9,000</td>
<td>4,000 - 8,500</td>
</tr>
<tr>
<td>9,001 - 18,000</td>
<td>9,001 - 18,000</td>
</tr>
<tr>
<td>18,001 and over</td>
<td>18,001 and over</td>
</tr>
<tr>
<td>$42,001 and over</td>
<td>$42,001 and over</td>
</tr>
</tbody>
</table>

Ready to Work
Ready to Work

Form W-4 - Incorrectly Filled Out

Form W-4 (2006)

Purpose: Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to verify it. Your exemption for 2006 expires February 16, 2007. See Pub. 505, Tax Withholding and Estimated Tax.

Note: You cannot claim exemption from withholding if (a) your income exceeds $390 and includes more than $300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 adjust your withholding allowances based on claimed deductions, certain credits, adjustments to income, or two-

samen/husbands' job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents) or other qualifying individuals. See line 6 below:

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nontaxable income. If you have a large amount of nontaxable income, such as interest or dividends, consider using estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

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

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8862 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how much you are having withheld compared to your projected total tax for 2006. See Pub. 919, especially if your earnings exceed $18,000 (Single) or $36,000 (Married).

Recent name changes? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.

Personal Allowances Worksheet (Keep for your records)

A Enter “1” for yourself if no one else can claim you as a dependent.

B Enter “1” if:

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse’s wages (or the total of both) are $1,000 or less.

C Enter “1” for your spouse. But, you may choose to enter “0” if you are married and have either a working spouse or more than one job. Entering “0” may help you avoid having too little tax withheld.

D Enter number of dependents (other than your spouse or yourself) you claim on your tax return

E Enter “1” if you will file as head of household on your tax return (see conditions under Head of Household above).

F Enter “1” if you have at least $1,500 of child or dependent care expenses for which you plan to claim a credit.

G-1 Child Tax Credit (including additional child tax credit):

- If your total income will be less than $55,000 ($82,000 if married), enter “2” for each eligible child.
- If your total income will be between $56,000 and $84,000 ($82,000 and $110,000 if married), enter “1” for each eligible child plus “1” additional if you have four or more eligible children.

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $35,000 ($52,000 if married), see the Two-Earner/Two-Job Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Employee’s Withholding Allowance Certificate

- Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

- Your social security number

1 Type or print your first and middle initials
2 Your social security number
3 □ Single □ Married □ Married, but withhold at Higher Single Rate
- If married, but legally separated, or spouse is a nonresident alien, check the “Single” box.
- If you are eligible, enter “1” for the number of allowances claimed.
- If you are not eligible, enter “0” for the number of allowances claimed.

- If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

4 If your last name differs from that shown on your social security card, check here.

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

6 Additonal amount, if any, you want withheld from each paycheck

- If you are entitled to claim an additional amount of withholding, enter the additional amount here.

- If you are not entitled to claim an additional amount of withholding, enter “0” here.

7 I claim exemption from withholding for 2006, and certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability.
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write “Exempt” here.

Date □ April 9, 2002

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

Cat. No. 10220G
Ready to Work

Form W-4 - Incorrectly Filled Out
Ready to Work

Employee’s Withholding Exemption Certificate

FORM A-4

ALABAMA DEPARTMENT OF REVENUE
Employee’s Withholding Exemption Certificate

FULL NAME
HOME ADDRESS

SOCIAL SECURITY NO.

CITY
STATE
ZIP CODE

EMPLOYER:

Keep this form with your records. If the employee is believed to have claimed too many exemptions, the Alabama Department of Revenue should be advised.

If you had no Alabama income tax liability last year and you anticipate no Alabama income tax liability this year, you may claim “exempt” from Alabama withholding tax. To claim exempt status, check this block, sign and date this form and file it with your employer. Employees claiming exempt status are not required to complete Lines 1 through 5.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. IF YOU ARE SINGLE, $1,500 personal exemption is allowed.
   (a) If you claim full personal exemption ($1,500) write the letter “F”
   (b) If you claim no personal exemption write the figure “0” (Note: If you claim no personal exemption on Lines 1 or 2, you cannot claim dependents on Line 3).

2. IF YOU ARE MARRIED OR SINGLE CLAIMING HEAD OF FAMILY, $3,000 personal exemption is allowed.
   (a) If you claim exemption for both spouses ($3,000) write the letter “H”
   (b) If you are single claiming head of family ($3,000) write the letter “H” (see “head of family” instructions on back of form)
   (c) If you claim exemption for yourself only ($1,500) write the letter “S”
   (d) If you claim no personal exemption write the figure “0” (see note under 1(b)).

3. If during the year you will provide more than one-half of the support of persons closely related to you (other than spouse) write the number of such dependents. (See instructions on other side).

4. Additional amount, if any you want deducted each pay period. $

THIS LINE TO BE COMPLETED BY EMPLOYER:

5. TOTAL EXEMPTIONS (Example: Employee claims “F” on Line 2 and “0” on Line 3. Employer should use column headed 6-1 in Withholding Tables). $

I certify that the withholding exemptions claimed on this certificate do not exceed the amount to which I am entitled. DATE SIGNED

Slide 3-25
Ready to Work
Employment Eligibility Verification Form

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: ___________________________  First  Middle initial  Last  Maiden Name

Address (Street Name and Number): ___________________________  Apt. #  Date of Birth (month/day/year): ____________

City: ___________________________  State: ___________________________  Zip Code: ___________________________  Social Security #: ___________________________

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

<table>
<thead>
<tr>
<th>Document title: ___________________________</th>
<th>OR</th>
<th>Document #: ___________________________</th>
<th>AND</th>
<th>Document #: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing authority: _________________________</td>
<td></td>
<td>Expiration Date (if any): ____________</td>
<td></td>
<td>Expiration Date (if any): ____________</td>
</tr>
</tbody>
</table>

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ___________________________ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative: ___________________________  Print Name: ___________________________  Title: ___________________________

Business or Organization Name: ___________________________  Address (Street Name and Number, City, State, Zip Code): ___________________________  Date (month/day/year): ____________

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)  B. Date of Rehire (month/day/year) (if applicable)

C. If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

   Document Title: ___________________________  Document #: ___________________________  Expiration Date (if any): ____________

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: ___________________________  Date (month/day/year): ____________

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.
Ready to Work
Employment Eligibility Verification Form
Section 1

<table>
<thead>
<tr>
<th>Print Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Name and Number)</td>
<td>Apt. #</td>
<td>Date of Birth (month/day/year)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Social Security #</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
- ☐ A citizen or national of the United States
- ☐ A Lawful Permanent Resident (Alien #)
- ☐ An alien authorized to work until ______________ (Alien # or Admission #)

Employee's Signature ___________________________ Date (month/day/year) ____________

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature ___________________________ Print Name ___________________________ Date (month/day/year) ____________

Address (Street Name and Number, City, State, Zip Code) ___________________________ Date (month/day/year) ____________
Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

<table>
<thead>
<tr>
<th>List A OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION - I, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative
Print Name
Title
Business or Organization Name
Address (Street Name and Number, City, State, Zip Code)
Date (month/day/year)
### Section 3. Updating and Reverification

To be completed and signed by employer.

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>B. Date of Rehire (month/day/year) (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Document #:</th>
<th>Expiration Date (if any):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.
**LISTS OF ACCEPTABLE DOCUMENTS**

**LIST A**
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)
3. Certificate of Naturalization (Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
6. Unexpired Temporary Resident Card (Form I-688)
7. Unexpired Employment Authorization Card (Form I-688A)
8. Unexpired Reentry Permit (Form I-327)
9. Unexpired Refugee Travel Document (Form I-571)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)

**LIST B**
Documents that Establish Identity

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
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
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

**LIST C**
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. Unexpired employment authorization document issued by DHS (other than those listed under List A)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
GUIDELINES TO FOLLOW WHEN COMPLETING A FORM

- Read the complete document *before* you sign anything.
- Complete *all* blanks - fill in N/A where appropriate.
- Use *ink* unless you are told to use pencil.
- Provide *accurate* information.
- Write *legibly* - in most cases print everything except your signature.
- Correct errors by striking *one* line through the error. Initial and date *all* changes.
- Sign *all* forms that require your signature.
Ready to Work
Form W-4 - Correctly Filled Out

Form W-4 (2006)

Purpose: Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refile your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2006 expires February 10, 2007. See Pub. 505, Tax Withholding and Estimated Tax.

Note: You cannot claim exemption from withholding if (a) your income exceeds $38,000 and includes more than $100 of rental or royalty income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic Instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 adjust your withholding allowance based on itemized deductions, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependant(s) or other qualifying individuals. See line 7 below.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on calculating your additional tax.

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are withholding compares to your projected total tax for 2006. See Pub. 919, especially if your earnings exceed $130,000 (Single) or $160,000 (Married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-722-1010 to initiate a name change and obtain a social security card showing your correct name.

Personal Allowances Worksheet (Keep for your records)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter &quot;1&quot; for yourself if no one else can claim you as a dependent</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>Enter &quot;1&quot; if you are single and have only one job; you are married, and your spouse does not work; or your wages from a second job or your spouse's wages (or the total of both) are $1,000 or less.</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>Enter &quot;1&quot; for your spouse. But, you may choose to enter &quot;0&quot; if you are married and have either a working spouse or more than one job. (Entering &quot;0&quot; may help you avoid having too little tax withheld.)</td>
<td>0</td>
</tr>
<tr>
<td>D</td>
<td>Enter number of dependents (other than your spouse or yourself) you will claim on your tax return</td>
<td>0</td>
</tr>
<tr>
<td>E</td>
<td>Enter &quot;1&quot; if you file as head of household on your tax return (see conditions under Head of household above)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Enter &quot;1&quot; if you have at least $1,500 of child or dependent care expenses for which you plan to claim a credit. (Note: Do not include child support payments. See Pub. 505, Child and Dependent Care Expenses, for details.)</td>
<td>0</td>
</tr>
<tr>
<td>G</td>
<td>Add additional child tax credits. If your total income will be less than $55,000 ($82,000 if married), enter &quot;2&quot; for each eligible child. If your total income will be between $55,000 and $84,000 ($82,000 and $119,000 if married), enter &quot;1&quot; for each eligible child plus &quot;1&quot; additional if you have four or more eligible children.</td>
<td>1</td>
</tr>
<tr>
<td>H</td>
<td>Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)</td>
<td>6</td>
</tr>
</tbody>
</table>

Employee's Withholding Allowance Certificate

Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type or print your first and middle initial: Joe T.</td>
</tr>
<tr>
<td>2</td>
<td>Last name: Jones</td>
</tr>
<tr>
<td>3</td>
<td>Social security number: 394-88-4675</td>
</tr>
<tr>
<td>5</td>
<td>Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</td>
</tr>
<tr>
<td>6</td>
<td>Additional amount, if any, you want withheld from each paycheck</td>
</tr>
</tbody>
</table>

Employee's signature

Date: April 9, 2002

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

Cat. No. 10220G
Form W-4 (2006)
Ready to Work

Form W-4 - Correctly Filled Out
Ready to Work
Employee’s Withholding Exemption Certificate

Employee’s Withholding Exemption Certificate

If you had no Alabama income tax liability last year and you anticipate no Alabama income tax liability this year, you may claim "exempt" from Alabama withholding tax.

To claim exempt status, check this block, sign and date this form and file it with your employer. Employees claiming exempt status are not required to complete Lines 1 through 5.

1. IF YOU ARE SINGLE, $1,500 personal exemption is allowed.
   (a) If you claim full personal exemption ($1,500) write a letter "E".
   (b) If you claim no personal exemption write the figure "0" (Note: If you claim no personal exemption on Lines 1 or 2, you cannot claim dependents on Line 3).

2. IF YOU ARE MARRIED OR SINGLE CLAIMING HEAD OF FAMILY, $3,000 personal exemption is allowed:
   (a) If you claim exemption for both spouses ($3,000), write the letter "M".
   (b) If you are single claiming head of family ($3,000), write the letter "H" (see "head of family" instructions on back of this form).
   (c) If you claim exemption for yourself only ($1,500) write the letter "S".
   (d) If you claim no personal exemption write the figure "0" (see note under 1(b)).

3. If during the year you will provide more than one-half of the support of persons closely related to you (other than spouse) write the number of such dependents. (See instructions on other side.)

4. Additional amount, if any you want deducted each pay period.

5. TOTAL EXEMPTIONS (Sum of Employee claims "E" on Line 2 and "H" on Line 3. Employer should use column headed E on Withholding Table.)

I certify that the withholding exemptions claimed on this certificate do not exceed the amount to which I am entitled.

DATE

SIGNATURE
Ready to Work

Employment Eligibility Verification Form

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: ____________________________ First Middle Initial Maiden Name
Address (Street Name and Number): ____________________________ Apt. #: __________ Date of Birth (month/day/year): __________
City: ____________________________ State: __________ Zip Code: __________ Social Security #: __________

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am __________ (check one of the following):

☐ A citizen or national of the United States
☐ A Lawful Permanent Resident (Alien #) __________
☐ An alien authorized to work until __________
(Alien # or Admission #) __________
Employee’s Signature: ____________________________ Date (month/day/year): __________

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer’s/Translator’s Signature: __________ Print Name: __________
Address (Street Name and Number, City, State, Zip Code): __________ Date (month/day/year): __________

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

<table>
<thead>
<tr>
<th>List A OR</th>
<th>List B AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION - I, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on __________ (month/day/year) and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative: ____________________________ Print Name: __________ Title: __________
Business or Organization Name: __________ Address (Street Name and Number, City, State, Zip Code): __________ Date (month/day/year): __________

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)
B. Date of Rehire (month/day/year) (if applicable)
C. If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: __________ Document #: __________ Expiration Date (if any): __________

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: ____________________________ Date (month/day/year): __________

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

Form I-9 (Rev. 05/31/05) Page 2
Ready to Work

Employment Eligibility Verification Form

Section 1
Ready to Work
Employment Eligibility Verification Form
Section 2

### Section 2. Employer Review and Verification

To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

<table>
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<td>Expiration Date (if any):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION** - I, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on **(month/day/year)** and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Print Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business or Organization Name</td>
<td>Address (Street Name and Number, City, State, Zip Code)</td>
<td>Date (month/day/year)</td>
</tr>
</tbody>
</table>
### Section 3. Updating and Reverification

To be completed and signed by employer.

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>B. Date of Rehire (month/day/year) (if applicable)</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

C. If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility:

<table>
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<tr>
<th>Document Title</th>
<th>Document #</th>
<th>Expiration Date (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Date (month/day/year)

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.
**LISTS OF ACCEPTABLE DOCUMENTS**

**LIST A**
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (Form N-560 or N-561)
3. Certificate of Naturalization (Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)
6. Unexpired Temporary Resident Card (Form I-688)
7. Unexpired Employment Authorization Card (Form I-688A)
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9. Unexpired Refugee Travel Document (Form I-571)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (Form I-688B)

**LIST B**
Documents that Establish Identity

- 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
- 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
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

**LIST C**
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. ID Card for use of Resident Citizen in the United States (Form I-179)
7. Unexpired employment authorization document issued by DHS (other than those listed under List A)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
Accident Report Form

ACCIDENT INVESTIGATION REPORT
(To Be Completed by Employee)

Name: ________________________________

What was your job at the time of the accident? ________________________________

When did the accident happen? ____________________ Date ____________________

Where did the accident happen? ____________________ Time ____________________

How did the accident happen? ________________________________

________________________________________________________________________

________________________________________________________________________

Describe your injuries? ________________________________

________________________________________________________________________

________________________________________________________________________

Who else was present when the accident happened? ________________________________

To whom did you report the accident? ________________________________

When did you report the accident? ____________________ Date ____________________

What is the name and address of your family doctor?

Name ____________________________ Address ____________________________

What is the name and address of every doctor or hospital that has treated you for this injury?

Name ____________________________ Address ____________________________

Name ____________________________ Address ____________________________

Injured Employee ____________________________ Date ____________________
Communication Skills

- (K) the elements of the communication cycle.
- (C) nonverbal communication assists in providing clear communication.
- (C) effective listening improves communication.
- (C) methods to use to effectively ask questions to assist in accurate communication.
- (C) six easy methods to use to assist in accurately following directions.
- (C) methods to use for taking notes which will assist in communication.
- (C) that correctly and completely completing workplace forms ensures the accurate gathering of information.
- (A) basic communication skills to the requirements of the workplace.