

Interview Note Sheet

Name: Alex Melvillerich
Date: 12/25/19
Position(s) Applied For:
Kish

Interviewer: Jennifer Tucker
Rate of Pay: \$12, \$14
Referred by: Indeed

Server	1/35	% Barender	1/30	%
Prep Cook	1/15	% Bartender	1/10	%
Grill Cook	1/40	% Cashier	1/20	%
Dishwasher	1/10	% Housekeeper	1/15	%

Full-Time
 Part-Time

Availability: Open

Total of _____ in Food Service

Travel: 30 minutes

Experience - Pizza Hut - Server / dishwasher

Server - Applebees - Server

Paragon Tap - dish / bus

P.O.S. Experience: Y / N details:

<input checked="" type="checkbox"/> Eat	Public Transit	Carpool / Rider / Driver
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<input checked="" type="checkbox"/> Northern NJ	Southern NJ	<input checked="" type="checkbox"/> Central NJ	Jersey Shore
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TIPS	ServSafe	LEAD	Other	Will Submit
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<input checked="" type="checkbox"/> Open	AM only	PM only	Weekdays only	Weekends only
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Bistro	<input checked="" type="checkbox"/> Black Bistro	Tuxedo	1/2 Tuxedo	<input checked="" type="checkbox"/> Black Vest	<input checked="" type="checkbox"/> Long Black Tie
Chef Coat	<input checked="" type="checkbox"/> Chef Pants	Kilts	<input checked="" type="checkbox"/> Black Pants	<input checked="" type="checkbox"/> Non-Slip Shoes	<input checked="" type="checkbox"/> Bow Tie

Would you recommend this applicant for Academy?

Rec'd
1/24

Dishwasher

1/25
2pm

Alex Deoliveira

Laborer

Clark, NJ 07066
alexdeoliveira88@gmail.com
(732) 540-3541

Authorized to work in the US for any employer

Work Experience

Laborer

Ironbound Carpet & Tile - Newark, NJ
May 2016 to January 2017

- Manual Labor- Removing old floors and installing new floors
- Customer service, talked directly to the customer to reach their desire
- Drove materials to different job sites

Server

Applebee's - Clark, NJ
April 2014 to February 2015

- Learned how to properly run and maintain cash register
- Handled different forms of payment and provided proper change
- Interacted professionally with customers and employees, always remembering the customer comes first
- Took in large orders of products
- Organized and cleaned restaurant
- Restocked freezer
- Developed meals to the customers desire

Busser/Dishwasher

Paragon Tap & Table - Clark, NJ
February 2013 to July 2014

- Washed dishes
- Prepped food for cooking
- Kept my area and other parts of the restaurant clean
- Worked very fast paced and efficiently
- Closed restaurant
- Cleaned up after customers left

Education

High School Diploma

Arthur L Johnson High School - Clark, NJ
September 2009 to June 2013

Skills

RECEPTIONIST (Less than 1 year), Labor Relations (1 year), CUSTOMER SERVICE (2 years)

Additional Information

Skills

- People skills
- Customer service
- Well adapted to different people and environments
- Fast and orderly with all tasks
- Well organized
- Highly motivated

Dishwasher Test

Score 8 / 10

C 1) After washing your hands, which item should be used to dry them?
 a) Clean apron
 b) Sanitized wiping cloth
 c) Single use paper towel
 d) Common used cloth

C 2) While washing dishes by hand, which item should you wear?
 a) Cutting glove
 b) Oven Mitt
 c) Rubber glove
 d) Nothing

D 3) When should you wash your hands?
 a) Before you start work
 b) After handling non-food items (garbage, money, cleaning chemicals)
 c) After using the restroom
 d) All of the above

b 4) If you need to move a heavy load, you should PULL and not PUSH the object.
 a) True
 b) False

E 5) Which of the following could you be at risk for getting burned from?
 a) Steam from boiling pots
 b) Hot liquids (coffee, soup, tea)
 c) Hot equipment (ovens, pots, chafing dishes)
 d) Harsh chemicals
 e) All of the above

A 6) All work-related injuries, accidents or illnesses should be reported immediately to the supervisor on duty.
 a) True
 b) False

C 7) What should you do if you spill liquids or see a liquid spill?
 a) Leave it for someone else to clean-up
 b) Wait until the end of your shift to clean it
 c) Flag the spill and clean it immediately
 d) Not sure

C 8) When handling hot items you should?
 a) Wear rubber gloves
 b) No need to wear anything
 c) Use an oven mitt or dry cloth towel
 d) Nothing

A C 9) If you are using a three-compartment sink for cleaning and sanitizing, the second sink is used for?
 a) Rinsing
 b) Scraping
 c) Washing
 d) Sanitizing

C b 10) What is the proper method for cleaning and sanitizing stationary equipment?
 a) Spray with a strong cleaning solution and wipe with a sanitized cloth
 b) Spray with a sanitizing solution, then rinse with clean water and dry
 c) Wash and rinse, then wipe or spray with a chemical-sanitizing solution
 d) Brush off loose soil with a clean cloth, then wipe with a sanitizing solution

Name _____

Servers Test

Score 23 / 35

Multiple Choice

A d X

Food is served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

d

2) Drinks are served on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

d

3) Food and drinks are removed on what side with what hand?

- On the left side with the left hand
- On the left side with the right hand
- On the right side with the left hand
- On the right side with the right hand

c b X O

4) What part of a glass should you handle at all times?

- The stem
- The widest part of the glass
- The top

d

5) When you are setting a dining room how should you set up your tablecloths?

- Neatly and evenly across the tables
- The creases should all be going in the same directions
- The chairs should be centered and gently touching the table cloth
- All of the above

d

6) If you bring the wrong entrée to a guest what should you do?

- Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- Try to convince the guests to eat what you brought them
- Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

O

Match the Correct Vocabulary

D

Scullery

Queen Mary

E

Chafing Dish

A

French Pessing

B

Russian Service

Corkscrew

C

Tray Jack

F

Metal buffet device used to keep food warm by heating it over warmed water

B

Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

C

Used to hold a large tray on the dining floor

D

Area for dirty dishware and glasses

E

Large metal shelving unit for prepared food to be held or for dirty trays to be stored

F

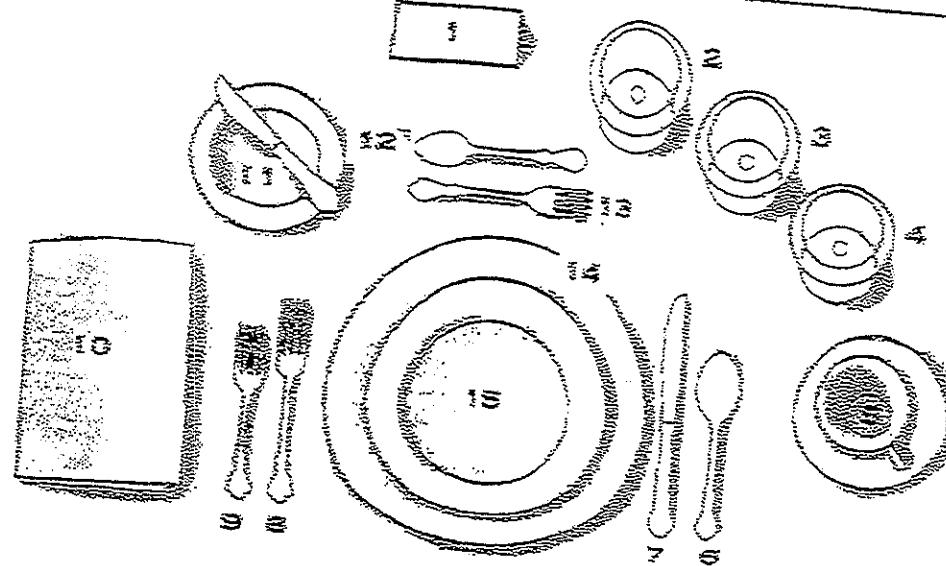
Used to open bottles of wine

G

Style of dining in which the courses come out one at a time

Name _____
Servers Test

Score / 35



Match the Number to the Correct Vocabulary

10	Napkin	8	Dinner Fork
4	Bread Plate and Knife	5	Tea or Coffee Cup and Saucer
12	Name Place Card	7	Dinner Knife
13	Teaspoon	3x	Wine Glass (Red)
11	Dessert Fork	9	Salad Fork
6	Soup Spoon	14	Service Plate
15	Salad Plate	—X	Wine Glass (White)
4	Water Glass		

Fill in the Blank

1. The utensils are placed 2 1 inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? Sugar and Cream
3. Synchronized service is when: Everything is moving together
4. What is generally indicated on the name placards other than the name? table #
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? tell the chef



Debbie McKee <debbie@acrobotoutsourcing.com>

Re: Employment Application New Jersey

JotForm <noreply@jotform.com>
 Reply-To: alexdeoliveira88@gmail.com
 To: debbie@acrobotoutsourcing.com, josephine@acrobotoutsourcing.com

Fri, Jan 25, 2019 at 1:57 PM

Employment Application New Jersey

First Name	alexander
Last Name	deoliveira
E-mail Address	alexdeoliveira88@gmail.com
Phone	732 540 3541
Address	cornell dr
Unit or Number	19
City, State	Clark, NJ
Zip Code	07066
What region(s) are you applying to work within?	New Jersey
Which position(s) are you applying for?	Server Busser Dishwasher
Are you applying for:	Full-Time
When can you start?	01-26-2019
Can you work overtime?	Yes
How did you hear about us?	Google
If you were referred, please tell us by whom:	indeed
What days/times can you work? Select all that apply:	Monday AM Monday PM Tuesday AM Tuesday PM Wednesday AM Wednesday PM Thursday AM Thursday PM Friday AM Friday PM Saturday AM Saturday PM Sunday AM Sunday PM

Do you have any planned vacations or extended leave

in the next 12 months? (If no, leave blank)

Have you ever applied to or worked for Acrobat before? No

Do you have any friends or relatives working for Acrobat? If so, please let us know who:

If hired, would you have reliable means of transportation to and from work? Yes

If hired, can you present evidence of your legal right to live and work in this country? Yes

State age if under 18. If you are under 18, hire is subject to verification that you are of minimum age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Name of School Union County College

City & State Cranford, NJ

Grade/Degree 2 years

Graduated? No

Do you have any special licenses? (If so, label under "Special") No

Are you computer literate? (If so, label which programs under "Special") Yes

Are you proficient with Point of Sale systems? (If so, label which under "Special") No

Do you have any experience, training, qualifications or special skills? (If so, label under "Special") No

Special:

Are you currently employed? No

Can we contact your current employer? No

Name and Address of Employer: Pizza Hut
Type of Business: restaurant
Phone Number: 609 556 4146
Your Position & Duties: Server, Dishwasher
Date of Employment (from/to): September 2017-December 2017
Reason for Leaving: Moved
Still Employed: No

Name and Address of Employer
Type of Business
Phone Number
Your Position & Duties
Date of Employment (from/to):
Reason for Leaving
Still Employed:

Name and Address of Employer
Type of Business
Phone Number
Your Position & Duties
Date of Employment (from/to):
Reason for Leaving
Still Employed:

Have you ever been fired from a previous place of employment? If yes, please explain:
Have you obtained any special skills or abilities as the result of service in the military? If yes, please explain:

First Name: Jason
Last Name: Hay
E-mail Address: jayhay@gmail.com
Phone: 732 381 8218
Relationship: friend
Years Acquainted: 10+
First Name
Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

First Name

Last Name

E-mail Address

Phone

Relationship:

Years Acquainted:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

(Checked box indicates acknowledgement)

I hereby authorize Acrobat Outsourcing and its authorized representatives to

(Checked box indicates acknowledgement)

solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

(Checked box indicates acknowledgement)

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

(Checked box indicates acknowledgement)

I hereby acknowledge that I have read and understand the above statements.

(Checked box indicates acknowledgement)

Applicant Digital Signature
(Type Name):

alex

Date:

01-25-2019

Please Attach Resume
Below

You can [edit this submission](#) and [view all your submissions](#) easily.

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no tax liability, and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no tax liability**.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

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

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

W-4

Form
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

OMB No. 1545-0074

2019

► Whether you're 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 Your first name and middle initial <i>Alexander</i>	Last name <i>DeDiveira</i>	2 Your social security number <i>145-98-4836</i>
3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."		
4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ► <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)	5 <input type="checkbox"/>	
6 Additional amount, if any, you want withheld from each paycheck	6 <input type="checkbox"/>	
7 I claim exemption from withholding for 2019, and I 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, and • 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 ► 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ►		
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)	9 First date of employment	10 Employer identification number (EIN)

income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line G. Other credits. You may be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as tax credits for education (see Pub. 970). If you do so, your paycheck will be larger, but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account. Enter "-0-" on lines E and F if you use Worksheet 1-6.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you're able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income, such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You're not required to complete this worksheet or reduce your withholding if you don't wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income not subject to withholding, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more than one job at a time or are married filing jointly and have a working spouse. If you

don't complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you're entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero ("0") on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the "Married, but withhold at higher Single rate" box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the "Married, but withhold at higher Single rate" box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9,

and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn't previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer's name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee's first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer's service for at least 60 days, enter the rehire date.

Box 10. Enter the employer's employer identification number (EIN).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself	A	1
B	Enter "1" if you will file as married filing jointly	B	
C	Enter "1" if you will file as head of household	C	
D	Enter "1" if: { • You're single, or married filing separately, and have only one job; or • You're married filing jointly, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }	D	1
E	Child tax credit. See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "4" for each eligible child. • If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "2" for each eligible child. • If your total income will be from \$179,051 to \$200,000 (\$345,851 to \$400,000 if married filing jointly), enter "1" for each eligible child. • If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-"	E	
F	Credit for other dependents. See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "1" for each eligible dependent. • If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents). • If your total income will be higher than \$179,050 (\$345,850 if married filing jointly), enter "-0-"	F	
G	Other credits. If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "-0-" on lines E and F	G	
H	Add lines A through G and enter the total here	H	
For accuracy, complete all worksheets that apply.		<ul style="list-style-type: none"> If you plan to itemize or claim adjustments to income and want to reduce your withholding, or if you have a large amount of nonwage income not subject to withholding and want to increase your withholding, see the Deductions, Adjustments, and Additional Income Worksheet below. If you have more than one job at a time or are married filing jointly and you and your spouse both work, and the combined earnings from all jobs exceed \$53,000 (\$24,450 if married filing jointly), see the Two-Earners/Multiple Jobs Worksheet on page 4 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 above. 	

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet only if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income not subject to withholding.

- Enter an estimate of your 2019 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income. See Pub. 505 for details
1 \$ 0
- Enter: { \$24,400 if you're married filing jointly or qualifying widow(er)
\$18,350 if you're head of household
\$12,200 if you're single or married filing separately }
2 \$ 0
- Subtract line 2 from line 1. If zero or less, enter "-0-"
3 \$ 0
- Enter an estimate of your 2019 adjustments to income, qualified business income deduction, and any additional standard deduction for age or blindness (see Pub. 505 for information about these items)
4 \$ 0
- Add lines 3 and 4 and enter the total
5 \$ 0
- Enter an estimate of your 2019 nonwage income not subject to withholding (such as dividends or interest)
6 \$ 0
- Subtract line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses
7 \$ 0
- Divide the amount on line 7 by \$4,200 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction
8 \$ 0
- Enter the number from the Personal Allowances Worksheet, line H, above
9 \$ 0
- Add lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 of that worksheet on page 4. Otherwise, stop here and enter this total on Form W-4, line 5, page 1
10 \$ 0

Two-Earners/Multiple Jobs Worksheet

Note: Use this worksheet **only** if the instructions under line H from the **Personal Allowances Worksheet** direct you here.

- 1 Enter the number from the **Personal Allowances Worksheet**, line H, page 3 (or, if you used the **Deductions, Adjustments, and Additional Income Worksheet** on page 3, the number from line 10 of that worksheet) 1
- 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you're married filing jointly and wages from the highest paying job are \$75,000 or less and the combined wages for you and your spouse are \$107,000 or less, don't enter more than "3" 2
- 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 3

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

- 4 Enter the number from line 2 of this worksheet 4
- 5 Enter the number from line 1 of this worksheet 5
- 6 **Subtract** line 5 from line 4 6
- 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7
- 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8
- 9 **Divide** line 8 by the number of pay periods remaining in 2019. For example, divide by 18 if you're paid every 2 weeks and you complete this form on a date in late April when there are 18 pay periods remaining in 2019. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9

Table 1

Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above
\$0 - \$5,000	0	\$0 - \$7,000	0
5,001 - 9,500	1	7,001 - 13,000	1
9,501 - 19,500	2	13,001 - 27,500	2
19,501 - 35,000	3	27,501 - 32,000	3
35,001 - 40,000	4	32,001 - 40,000	4
40,001 - 46,000	5	40,001 - 60,000	5
46,001 - 55,000	6	60,001 - 75,000	6
55,001 - 60,000	7	75,001 - 85,000	7
60,001 - 70,000	8	85,001 - 95,000	8
70,001 - 75,000	9	95,001 - 100,000	9
75,001 - 85,000	10	100,001 - 110,000	10
85,001 - 95,000	11	110,001 - 115,000	11
95,001 - 125,000	12	115,001 - 125,000	12
125,001 - 155,000	13	125,001 - 135,000	13
155,001 - 165,000	14	135,001 - 145,000	14
165,001 - 175,000	15	145,001 - 160,000	15
175,001 - 180,000	16	160,001 - 180,000	16
180,001 - 195,000	17	180,001 and over	17
195,001 - 205,000	18		
205,001 and over	19		

Table 2

Married Filing Jointly		All Others	
If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$24,900	\$420	\$0 - \$7,200	\$420
24,901 - 84,450	500	7,201 - 36,975	500
84,451 - 173,900	910	36,976 - 81,700	910
173,901 - 326,950	1,000	81,701 - 158,225	1,000
326,951 - 413,700	1,330	158,226 - 201,600	1,330
413,701 - 617,850	1,450	201,601 - 507,800	1,450
617,851 and over	1,540	507,801 and over	1,540

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If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.