

November 01, 2012

TO: The Parents/Guardians of Senate Pages/Messengers
for the 2013 General Assembly Session

FROM: The Senate Fiscal Office

RE: Instructions For Filling Out Employment Forms

The Federal and State employment forms attached to this letter must be filled out completely and accurately in order for the Senate to process payments of any kind to Senate Pages/Messengers. Employers have the responsibility to file correct information on their employee's Federal Form W-2. Therefore, you must provide us with a copy of your child's social security card.

We are providing detailed instructions that should enable you to thoroughly fill out these forms.

Federal Form W-4(2012) – You must furnish us with a complete name, address and social security number for your child (Items 1 & 2 on the form). Check the “Single” block for item 3. Please be exact in filling out the next items on this form - if you do not want Federal tax withheld for your child, write “Exempt” on line 7. If you want federal tax withheld from your child's check, fill in the number of allowances on line 5. DO NOT fill in an allowance on line 5 and then write “Exempt” on line 7. You must choose one or the other, filling out both areas provides us with conflicting information that renders the form useless to us. Finally, have your child sign and date the form.

State Form VA-4 – You must furnish us with a complete name, address and social security number for your child. If you want State tax withheld from your child's earnings, complete the number of exemptions on line 1. If you do not want State tax withheld from your child's earnings, check the block for item 3. Once again - DO NOT indicate to us on line 1 that you want taxes deducted and then check the block for item 3. Have your child sign and date the form.

Employment Eligibility Verification Form I-9

Complete Section 1

For Section 2, please refer to the List of Acceptable Documents.

If you have a document listed in column A, provide us with a copy of the document. Make sure your child has signed and dated the form and this form is complete.

If you do not have a list A document you must provide a copy of **one document from list B** and **one document from list C**. Make sure your child has signed and dated the form and this form is complete.

Senate Page Direct Deposit Authorization Form – There is a mandatory requirement for participation in direct deposit for the weekly per diem allowances and bi-weekly salary.

If you wish to deposit to an established checking account attach a voided check to this form. Make sure that you and your child have provided the necessary signatures and dates.

If you wish to deposit to a newly established checking account you must have your financial institution provide an accurate routing and account number along with their signature and phone number. In addition, make sure that you and your child have provided the necessary signatures and dates.

If you wish to deposit to a savings account you must have your financial institution provide an accurate routing and account number along with their signature and phone number. In addition, make sure that you and your child have provided the necessary signatures and dates.

If after reading these instructions, you need further assistance with the completion of these forms, please do not hesitate to call us at (804) 698-7420. We will also have a representative from the Fiscal Office at the Page/Messenger orientation on Sunday, January 06, 2013.