

# Instructions for Workshop Leader

Use these slides (in order) with the sections of your session outline.

Welcome and Overview (Slides 2-4)

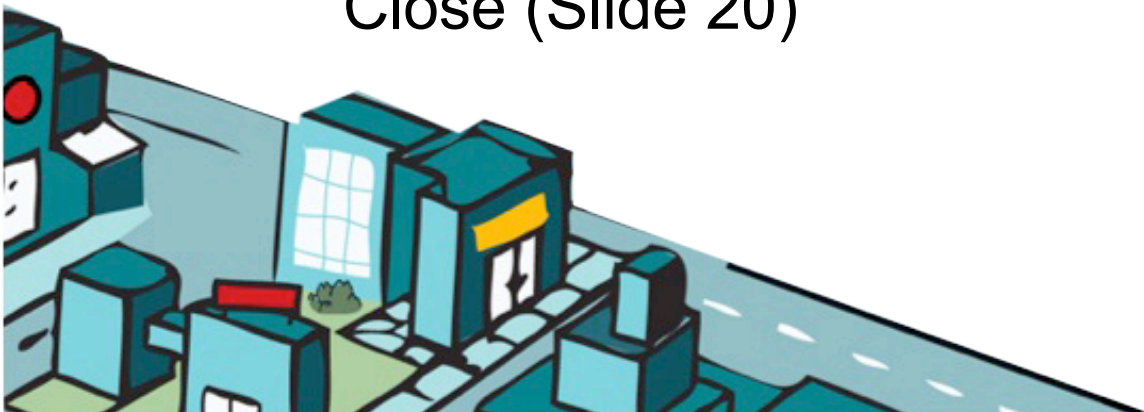
Activity (Slides 5-7)

Present (Slides 8-12)

Discuss (Slide 13)

Review and Evaluate (Slides 14-19)

Close (Slide 20)





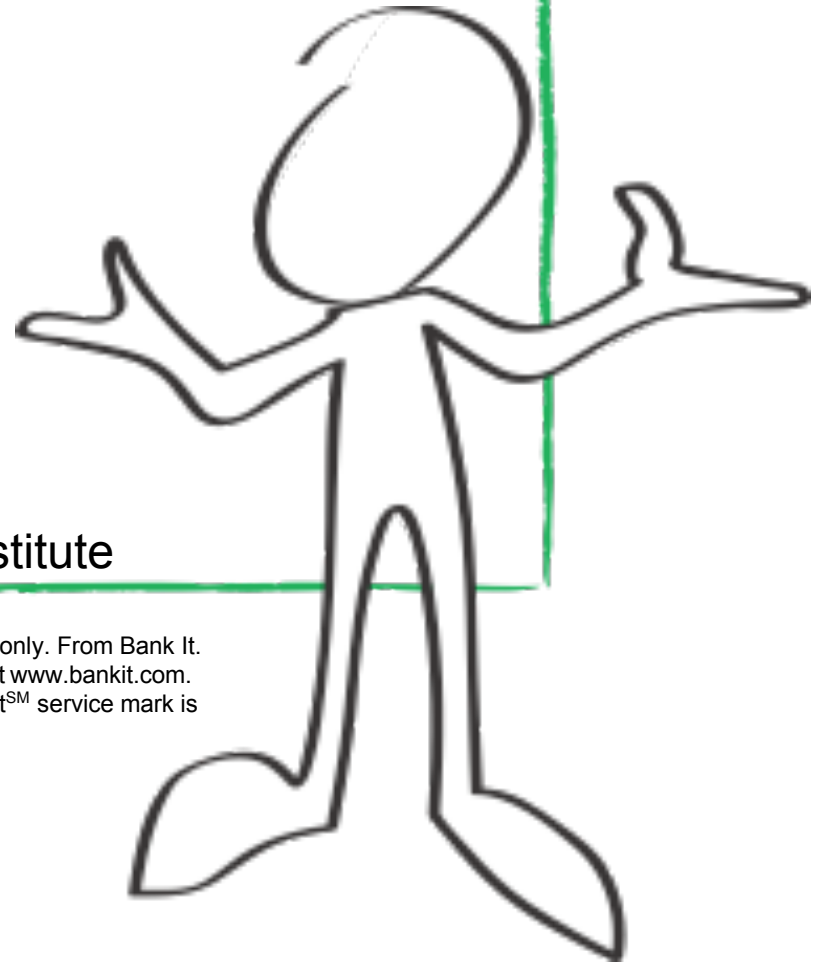
## Earn Well

# Welcome to Bank It

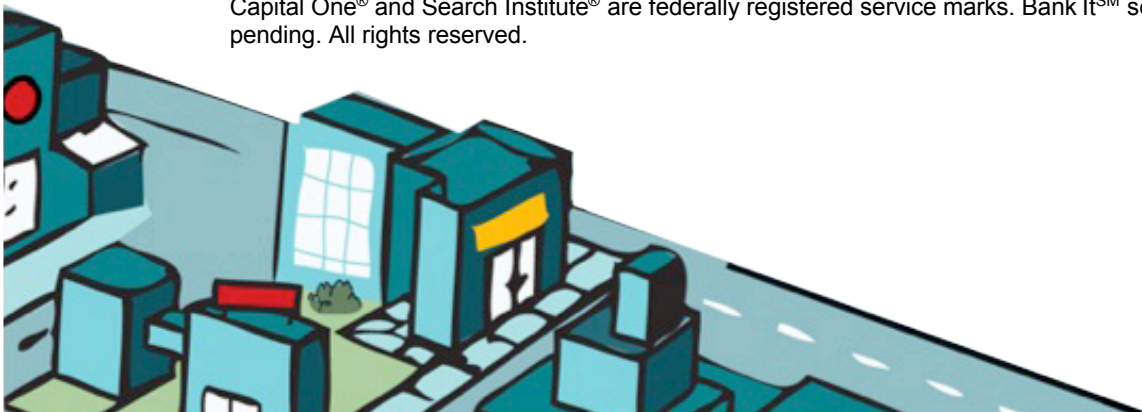
## Applying for a Job

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# Welcome and Overview

## What is Bank It?

Bank It delivers real-world topics and tools to help you:

- Understand,
- Talk about, and
- Manage your money.

From Capital One and Search Institute



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# Welcome and Overview

Three goals for today:

1. Explain what a W-4 is.
2. Name at least one piece of information needed to complete a W-4.
3. Identify at least one factor that affects take-home pay.



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# Activity

## Role-Play a Script



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# Activity

How do teenagers find jobs?



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# Activity

What can help you get a job if you have no work experience?



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# Present

Four major forms for employment:

1. Job application
2. W-4 form
3. I-9 form
4. W-2 form



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# Present

W-4 form



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# Present

I-9 form



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# Present

Four major taxes that impact take-home pay:

1. Federal income tax
2. State income tax
3. Medicare
4. Social security or OASDI



# Present

W-2 form



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# Discuss

Turn to talk to someone near you.

1. Say your first name.
2. What kind of part-time work are you interested in? Why?



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# Review and Evaluate

## What is a W-4?

The W-4 form is a tax form that tells your employer how much tax to withhold from your paycheck.



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# Review and Evaluate

What information do you need to complete a W-4 form?

1. Your full legal name
2. Your full address
3. Your social security number
4. The number of allowances you claim



# Review and Evaluate

What is an I-9 form?

Form I-9 is used to verify that you are eligible to work.



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# Review and Evaluate

What information do you need to complete an I-9 form?

1. Your full legal name
2. Your full address
3. Your social security number
4. Your date of birth
5. Documentation to prove that you can work in the United States



# Review and Evaluate

Which factors affect take-home pay?

1. Federal income taxes
2. State income taxes
3. Medicare
4. Social Security



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# Review and Evaluate

What is a W-2?

A W-2 is a federal tax form that states how much your employer paid you during the calendar year.

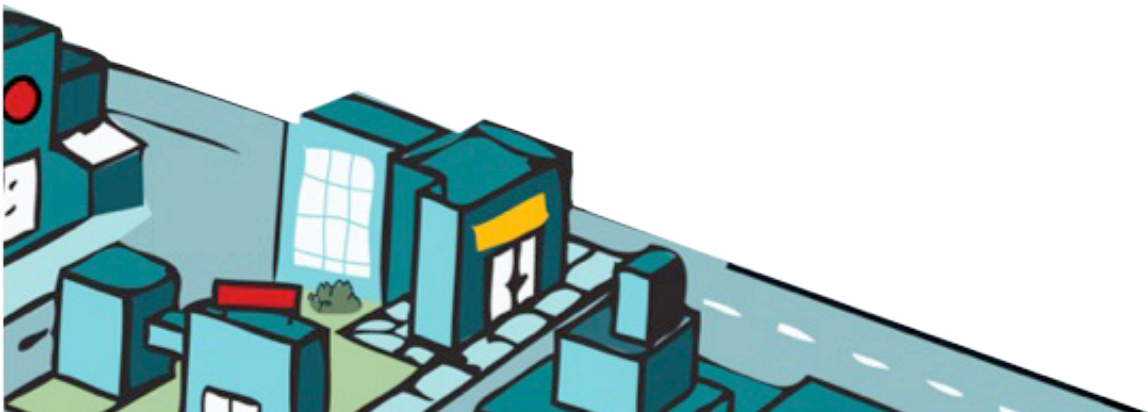


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# Close

There is a good job for you.



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