EMPLOYEE INFORMATION FORM

Greenagers, Inc.
342 North Plain Rd., Suite 1, Housatonic, MA 01236
www.greenagers.org

Hire Date:	Farm/Crew/School Program:
Participant Name (first, last):	
Residential Address (street, city, state, zip):
Mailing Address (PO Box, city, state, zip – Email Address (PO Box, city, state, zip – Email Address (PO Box, city, state, zip – Email Address (PO Box, city, state, zip – Parent/Address (PO Box, city, state, zip – Parent/Guardian Name:	age as above, skip):
Parent/Guardian Mailing Address:	
Parent/Guardian Email Address:	
FOR STUDENTS ONLY:	
School:	

No

Are you eligible for free or reduced lunch (circle one)? Yes

Form W-4 (2018)

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 2018 if **both** of the following apply.

- For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2018 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 2018 expires February 15, 2019. 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 2018 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 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 2018. 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 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, 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 Other 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 can 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 might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. 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, during the year.

Line F. Credit for other dependents.

When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. 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 income includes all of

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

Form W-4

Department of the Treasury

Employee's Withholding Allowance Certificate

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

OMB	No.	1545-0074
-----	-----	-----------

2018

	nent of the Treasury Revenue Service	subject to review by the	ne IRS. Your employer may b	pe required to send a copy of this f	form to the	e IRS.	4)
1	Your first name	and middle initial	Last name		2	Your social	secui	rity number	
	Home address (r	number and street or rural route)		3 Single Married Note: If married filing separately, che				her Single rate. her Single rate."	
	City or town, sta	te, and ZIP code		4 If your last name differs from check here. You must call 80		-		• '	· 🗆
5	Total number	of allowances you're clair	ning (from the applicable	worksheet on the following p	ages)		5		
6	Additional an	nount, if any, you want with	nheld from each payched	k			6	\$	
7	Last year IThis year I	had a right to a refund of a expect a refund of all feder	II federal income tax with ral income tax withheld b	neet both of the following con sheld because I had no tax lial ecause I expect to have no ta	bility, and x liab <u>ility</u>	d	on.		
	penalties of per	• • •	amined this certificate and	, to the best of my knowledge a	and belief,	it is true, co	orrect	, and comple	te.

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 number (EIN)

Date ▶

Form W-4 (2018) Page **3**

		Personal Allowances Worksheet (Keep for your records.)		
Α	Enter "1" for you	ırself		Α
В	Enter "1" if you v	will file as married filing jointly	. 1	В
С	•	will file as head of household	. (c
		You're single, or married filing separately, and have only one job; or)	
D		You're married filing jointly, have only one job, and your spouse doesn't work; or	} 1	D
		Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	J	
E		See Pub. 972, Child Tax Credit, for more information.		
		come will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child. come will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2" for	. ooob	
	eligible child.	come will be from \$69,601 to \$175,550 (\$101,401 to \$559,000 if married lilling jointly), enter 2 for	eacn	
	J	come will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), enter "	1" for	
	each eligible chil		1 101	
	=	come will be higher than \$200,000 (\$400,000 if married filing jointly), enter "-0-"	. 1	E
F	Credit for other			
		ome will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible depend	lent.	
	If your total inc	come will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "1" for	every	
	•	(for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you	have	
	four dependents			
	•	come will be higher than \$175,550 (\$339,000 if married filing jointly), enter "-0-"		F
G		you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here .	. (G
Н	Add lines A throi	ugh G and enter the total here	. ▶ 1	н
	For accuracy,	 If you plan to itemize or claim adjustments to income and want to reduce your withholding, or have a large amount of nonwage income and want to increase your withholding, see the Deduc Adjustments, and Additional Income Worksheet below. 		
	complete all worksheets that apply.	 If you have more than one job at a time or are married filing jointly and you and your spouse work, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly), so 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 W-4 above. 	Form	
		Deductions, Adjustments, and Additional Income Worksheet		
Note	: Use this workshi income.	eet only if you plan to itemize deductions, claim certain adjustments to income, or have a large am	nount of	nonwage
1	charitable contri	tte of your 2018 itemized deductions. These include qualifying home mortgage interest, butions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of	•	
	•	e Pub. 505 for details	\$	
2		000 if you're married filing jointly or qualifying widow(er) 000 if you're head of household 200 if you're head of household 200 if you're head of household	: \$	
2		000 if you're single or married filing separately	Ψ	
3		from line 1. If zero or less, enter "-0-"	\$	
4		te of your 2018 adjustments to income and any additional standard deduction for age or	-	
		ub. 505 for information about these items)	. \$	
5	Add lines 3 and	4 and enter the total	\$	
6	Enter an estimat	e of your 2018 nonwage income (such as dividends or interest)	\$	
7		from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses	\$	
8		unt on line 7 by \$4,150 and enter the result here. If a negative amount, enter in parentheses.		
	Drop any fraction			
9		er from the Personal Allowances Worksheet, line H above		
10	Multiple Jobs V	9 and enter the total here. If zero or less, enter "-0-". If you plan to use the Two-Earners/ Vorksheet, also enter this total on line 1, page 4. Otherwise, stop here and enter this total		
	on Form W-4, lin	ne 5, page 1)	



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047 Expires 08/31/2019

► START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Informati than the first day of employment, but		, , ,	st complete an	d sign Se	ection 1 c	of Form I-9 no later	
Last Name (Family Name)	First Name (Given Nar	ne)	Middle Initial	Other Last Names Used (if any)			
Address (Street Number and Name)	Apt. Number	City or Town	own State ZIP Code				
Date of Birth (mm/dd/yyyy) U.S. Social 3	Security Number Empl	loyee's E-mail Add	ress	Employee's Telephone Number			
l am aware that federal law provides connection with the completion of th		or fines for false	e statements o	or use of	false do	cuments in	
I attest, under penalty of perjury, that	t I am (check one of the	e following boxe	es):				
1. A citizen of the United States							
2. A noncitizen national of the United St	ates (See instructions)						
3. A lawful permanent resident (Alien	Registration Number/USCI	S Number):					
4. An alien authorized to work until (ex	xpiration date, if applicable,	mm/dd/yyyy):					
Some aliens may write "N/A" in the ex	xpiration date field. (See ins	structions)					
Aliens authorized to work must provide onl An Alien Registration Number/USCIS Num					Do	QR Code - Section 1 o Not Write In This Space	
Alien Registration Number/USCIS Number/ OR	ber:		_				
2. Form I-94 Admission Number: OR			_				
3. Foreign Passport Number:			_				
Country of Issuance:			_				
Signature of Employee			Today's Dat	e (mm/dd	/уууу)		
Preparer and/or Translator Ce I did not use a preparer or translator. (Fields below must be completed and s I attest, under penalty of perjury, that	A preparer(s) and/or tra	anslator(s) assisted and/or translators	assist an empl	oyee in c	ompletin	g Section 1.)	
knowledge the information is true an		completion of s	section i oi tii	15 101111 6	מווט נוומנ	to the best of my	
Signature of Preparer or Translator				Today's [Date (mm/	dd/yyyy)	
Last Name (Family Name)		First Nam	e (Given Name)				
Address (Street Number and Name)		City or Town			State	ZIP Code	
					1		

STOP

Employer Completes Next Page

STOR

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	ID	LIST C Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a		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	1.	A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH
	temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document		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,	2.	INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued
5.	that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		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	3.	by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or
	a. Foreign passport; andb. Form I-94 or Form I-94A that has the following:(1) The same name as the passport;		Military dependent's ID card U.S. Coast Guard Merchant Mariner Card		territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197)
	and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the		Native American tribal document Driver's license issued by a Canadian government authority		Identification Card for Use of Resident Citizen in the United States (Form I-179)
6.	proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of		For persons under age 18 who are unable to present a document listed above:	7.	Employment authorization document issued by the Department of Homeland Security
	Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		 School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form I-9 07/17/17 N Page 3 of 3

Greenagers, Inc. 342 North Plain Rd. Housatonic, MA 01236 413-644-9090 / office@greenagers.org

	Emergency Co	ontact and Medical Inf	ormation	
				M F
Participant's Name		Date of Birth		Sex
Parent's/Guardian's Name	е	Parent's/Guardian's Na	me	
() Home Phone	() Work Phone	() Home Phone	() Work Phone	
Address		Address		
City, ST ZIP Code		City, ST ZIP Code		
,, c. <u>_</u> coac				
	Alteri	native Emergency Contacts		
Primary Emergency Conta	act	Secondary Emergency	Contact	
()	()	()	()	
Home Phone	Work Phone	Home Phone	Work Phone	
Address		Address		
City, ST ZIP Code		City, ST ZIP Code		
		Medical Information		
Hospital/Clinic Preference	:			
Physician's Name		Phon	e Number	
Insurance Company		Polic	y Number	
Allergies/Special Health C	Considerations			
Dietary Needs/Restriction	s			
Parent's/Guardian's Signa	ature	Date		



Be Advised: By signing this document you will waive certain legal rights, including the right to sue.

SECTION 1 RELEASE OF ALL CLAIMS AND INDEMNIFICATION AGREEMENT

Agreement

In consideration of the services of Greenagers, its agents, officers, volunteers, participants, employers, overseers, trustees, and shareholders and all other persons or entities acting in any capacity on Greenagers' behalf, including but not limited to the organizations, and/or sites that Greenagers serves, and any of their respective heirs, legal representatives, successors or assigns (hereinafter collectively referred to as "Greenagers"), I hereby agree to release, discharge, and indemnify Greenagers on behalf of myself, my children/wards, my heirs, assigns, personal representatives and estate as follows:

ACKNOWLEDGMENT OF RISKS

I have read the Greenagers brochure and all other information provided by Greenagers regarding the nature of its organization and nature of the programs it offers. I understand that Greenagers is a non-profit corporation, that its volunteers perform community service under adult leadership for or in conjunction with other non-profit organizations, and that its volunteers may also engage in various activities including but not limited to hiking, canoeing, biking, and swimming. I further understand that the services performed involve manual labor, involving physical activity which may be rigorous which includes the use of tools and equipment, that the activities may involve transportation for work or recreational activity purposes.

Understanding the foregoing, I recognize that there may be certain inherent risks, dangers, and hazards involved in serving as a volunteer with Greenagers. These risks may include, but are not limited to, the hazards of transportation, , the forces of nature, manual labor, accidents (including accidents that occur during transportation to, from, and within a Greenagers site),. I also understand that there are certain risks associated with outdoor labor and activities including but not limited to collision, contracting poison ivy or illness, getting wet, injured, exposed to the elements, and/or drowned;; may encounter domestic and wild animals and fish and birds. I realize that personal property may be lost or damaged; that certain foreseeable and unforeseeable events can contribute to the unpredictability of the risks, dangers and hazards and recommended precautions and procedures.

ASSUMPTION OR RISK AND RESPONSIBILITY

In recognition of the inherent risks of the activities that I or my child/ward will engage in, I confirm that I am or my child/ward is physically and mentally capable of participating in all Greenagers work and activities. I freely accept and assume all such risks, dangers, and hazards, and the possibility of personal and physical injury, accidents, death or property damage or any loss as result therefrom.

RELEASE OF LIABILITY AND INDEMNIFICATION

In consideration of services or property provided by Greenagers and my right or the right of my child/ward to participate as a volunteer for Greenagers and recognizing the benefits derived from such participation, I, for myself and/or child for which I am parent, legal guardian or otherwise responsible, any heirs, personal representatives or assigns, do hereby **ASSUME ALL SUCH RISKS** and do hereby **RELEASE AND HOLD HARMLESS** Greenagers and each and every landowner, municipal and/or government agency, and conservation trust upon whose property an activity is conducted, from any and all claims for damages to person or property, arising out of any injury, death, or loss of any kind which might arise as a result of my participation or the participation of my child/ward as a volunteer. I further agree not to commence any legal action in any court or before any administrative agency as a result of any such damage or loss.

1 | Page 2018

I have carefully evaluated my or my child/ward's physical, intellectual and emotional capabilities and my willingness to permit myself or my child/ward to participate as a volunteer is based upon my judgment that [I] [he/she] is fully capable of meeting and dealing with all the physical and mental challenges entailed in such participation. I understand that Greenagers reserves the right in its absolute and sole discretion to send me or my child/ward home if, in its judgment, my or my child/ward's behavior or physical, intellectual and emotional capabilities run counter to the interests of Greenagers or its constituents.

I agree that I shall at all times (a) **INDEMNIFY AND SAVE HARMLESS** Greenagers on account of, from and against any and all claims, actions, losses, costs, expenses, injuries and damages arising from, arising out of, connected to, caused or based in whole or in part, upon any acts or omissions by me or my child/ward, including but not limited to injuries caused by my or my child/ward's negligence or willful and intentional acts while participating as a volunteer, and (b) pay for, without expense to Greenagers, the defense of any such claims or actions. If Greenagers shall elect to assume the defense of such claim or action, I shall be responsible for Greenagers' reasonable legal fees incurred in connection with such defense. The allocations of liability represent the agreed understanding of the parties.

I have read this agreement carefully and fully understand all of its contents and legal effect, and I have signed it voluntarily and of my own free will. I further intend that this Agreement be deemed contractual in nature and that it be binding upon my heirs, legal representatives, and assigns. I intend that it be considered a sealed instrument and construed as liberally as possible under the laws of Massachusetts, and that if any portion is held to be invalid, the balance of this Agreement shall continue, notwithstanding, to be given full force and effect.

SECTION II PUBLICATION RELEASE

In consideration of my child's or ward's involvement with Greenagers, I hereby give Greenagers, its agents and employees, successors and assigns the right to include my child/ward and/or me in any moving picture film, video recording, still photograph, and/or audio recording which it may create, or have created, of me and/or my child/ward's participation in any program or activity connected with her/her activities as volunteer for Greenagers.

I further consent to any use, re-use, publication, or re-publication, in whole or in part, individually or in conjunction with any other moving picture film, video/digital recording, still photograph or audio recording, of any such visual or audio records or representations in any medium, including publication and dissemination over the Internet and World Wide Web, including, but not limited to, illustration, promotion or advertising.

I agree that Greenagers, its successors and assigns shall have the right to copyright any such moving picture, video/digital recording, still photograph, or audio recording, and to assign such copyright at its sole discretion.

I further agree that the foregoing release shall include the right of Greenagers to use on its website or in its promotional and advertising publications in any medium my child's name or any written statement made by me and/or my child/ward concerning his or her experience with Greenagers.

I hereby release and discharge Greenagers, its agents and employees, successors and assigns from any all claims for libel which my child/ward and/or I might have as the result of the creation or use of any moving picture, film video recording, still photograph or audio recording.

I UNDERSTAND THAT BY SIGNING THIS DOCUMENT I RELEASE GREENAGERS FROM ANY LIABILITY OR RESPONSIBILITY AND HAVE WAIVED MY RIGHTS TO MAINTAIN A LAWSUIT AGAINST GREENAGERS ON THE BASIS OF ANY CLAIM FROM WHICH I HAVE RELEASED GREENAGERS HEREIN. AS A CONDITION OF MY OR MY CHILD/WARD'S PARTICIPATION IN THE GREENAGERS PROGRAM, I AGREE THIS AGREEMENT AND ALL DISPUTES BETWEEN THE PARTIES SHALL BE GOVERNED BY, SUBJECT TO, AND CONSTRUED ACCORDING TO

2 | Page 2018

THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS. THE PARTIES AGREE THAT THE MASSACHUSETTS COURTS SHALL HAVE EXCLUSIVE JURISDICTION TO RESOLVE ANY DISPUTES BETWEEN THE PARTIES OR ARISING OUT OF THIS AGREEMENT.

RELEASE OF ALL CLAIMS SECTION I AND SECTION II
DATE:
NAME OF GREENAGERS PARTICIPANT:
ADDRESS:
PARTICIPANT'S SIGNATURE:
(if over 18 years of age)
If the Participant is under the age of 18, at the date of signing, the Release MUST BE SIGNED by at least one parent or guardian.
I, parent or guardian of the above named participant, hereby give my permission for my child or ward to participate as a volunteer for Greenagers and also agree, individually and on behalf of my child or ward, to be bound by all the terms of this Agreement.
DATED: I have sole legal custody of this participant.
Address:
Signature of Parent/Guardian
DATED:
Address:
Signature of Parent/Guardian

PLEASE SIGN AND RETURN THIS FORM TO: Greenagers, 342 North Plain Rd., STE 1, Housatonic, MA 01236

Telephone: 413-644-9090 Email: office@greenagers.org Web: www.greenagers.org