

FIRST JOB

Your I-9 and W-4

A quick guide for teens and the
parents or caregivers helping them

2026 forms. General education, not personal tax or legal advice

What each form does

I-9

Identity + permission to work

You complete Section 1 after accepting the job, by your first day of work.

Your employer checks your documents and completes Section 2 within 3 business days after your first day.

W-4

Federal income tax from your pay

You tell payroll how to calculate federal income tax withholding.

You sign it and give it to your employer during onboarding.

Both forms use the employee's information, even when a caregiver helps.

FIRST JOB / FORM WALKTHROUGH

Form I-9

Your identity and
permission to work.

Let's look at the form,
then choose your documents.

		Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No 1615-0047 Expires 05/31/2027		
START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions .						
ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.						
Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.						
Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number (if any)	City or Town	State	ZIP Code	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number		
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the Instructions.):				
		☐ 1. A citizen of the United States				
		☐ 2. A noncitizen national of the United States (See Instructions.)				
		☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)				
		☐ 4. An alien authorized to work until (exp. date, if any)				
		If you check item Number 4., enter one of these:				
		USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
Signature of Employee		Today's Date (mm/dd/yyyy)				
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.						
Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.						
List A		OR	List B	AND	List C	
Document Title 1						
Issuing Authority						
Document Number (if any)						
Expiration Date (if any)						
Document Title 2 (if any)	Additional Information					
Issuing Authority						
Document Number (if any)						
Expiration Date (if any)						
Document Title 3 (if any)						
Issuing Authority						
Document Number (if any)						
Expiration Date (if any)						
					☐ Check here if you used an alternative procedure authorized by DHS to examine documents.	
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy)	
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code			
For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.						

YOUR I-9 WALKTHROUGH STARTS NEXT

I-9 Section 1: your personal information

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.														
Last Name (Family Name)		First Name (Given Name)		Middle Initial (If any)	Other Last Names Used (If any)									
Address (Street Number and Name)		Apt. Number (If any)	City or Town		State	ZIP Code								
														
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number									
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>													

The worker completes this section

Use your name, address and date of birth.
Include other last names used, if any.
Follow the instructions for the SSN
and contact-information fields.

After accepting the job offer

Complete and sign Section 1 by your
first day of work.
Ask HR if a field is unclear.
Never guess or use a caregiver's details.

I-9 Section 1: your status and signature

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.	Check one of the following boxes to attest to your citizenship or Immigration status (See page 2 and 3 of the Instructions.):				
	☐	1. A citizen of the United States			
	☐	2. A noncitizen national of the United States (See Instructions.)			
	☐	3. A lawful permanent resident (Enter USCIS or A-Number.)			
	☐	4. An alien authorized to work until (exp. date, if any)			
	If you check Item Number 4., enter one of these:				
	USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
Signature of Employee			Today's Date (mm/dd/yyyy)		
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.					

One true status choice

Choose the statement that applies to you.
Enter the number or date it requests.
Ask HR for help if you are unsure.

Read, sign and date

Use today's date when signing.
A preparer or translator must also complete Supplement A.

I-9: List A OR List B plus List C

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

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

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

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity	AND	Documents that Establish Employment Authorization

One selection from List A

Example: an unexpired U.S. passport or passport card. It covers both identity and permission to work.

One from List B + one from List C

Example: school photo ID or driver’s license PLUS an unrestricted Social Security card or a qualifying U.S. birth certificate.

I-9: document options for workers under 18

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

No regular List B document?

If you are under 18 and cannot present a regular List B document, the form allows the records shown here.

You still need List C

Pair the alternate List B record with an acceptable List C document.
Ask HR if you have neither option.

A school photo ID is already a regular List B option.

You choose from the full lists. We encourage you to get a state ID.

I-9 Supplement A: when a caregiver helps

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.

Worker’s name goes above. The helper completes the certification below.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)		Middle Initial (if any)
Address (Street Number and Name)	City or Town	State	ZIP Code
		▼	

Each preparer or translator signs and dates a separate area, with their own name and address.

I-9 Section 2: the employer's part

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.			
List A		OR	List B AND List C
Document Title 1			
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 2 (if any)		Additional Information	
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 3 (if any)			
Issuing Authority			
Document Number (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.	
Expiration Date (if any)			
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.		First Day of Employment (mm/dd/yyyy):	
Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Employer or authorized representative

Reviews the documents and completes this section.

Usually due within 3 business days after the worker's first day of employment.

The worker provides documents. The employer completes the verification fields.

I-9 Supplement B: for later employer use



Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 05/31/2027

Usually skipped for a first job

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.	

The employer uses this page for reverification or qualifying rehire. It also has fields for a legal name change.

Ask HR before filling this page.

Focus first on Section 1 and your document choices.

Form W-4

Your federal income
tax withholding.

Let's go through
the form one step at a time.



W-4 Step 1: your personal information

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
(c)	☐ Single or Married filing separately		
	☐ Married filing jointly or Qualifying surviving spouse		
	☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.			

1(a) and 1(b)

Use the worker's name, address and SSN.
Check that the name matches their
Social Security card.

1(c): expected filing status

An unmarried teen usually chooses
"Single"
Use the worker's status, not the parent's.

W-4 Step 2: more than one job

Step 2:	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Multiple Jobs or Spouse Works	Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate ☐
Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)	

When this applies

Two jobs at the same time, or married filing jointly with a working spouse.
One job and single? Skip Step 2.

Choose only one method

Use the IRS estimator, the worksheet, or the two-job checkbox if it fits.
That checkbox must match on both W-4s.

W-4 Step 3: dependents and other credits

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):				
	(a) Multiply the number of qualifying children under age 17 by \$2,200	3(a)	\$		
	(b) Multiply the number of other dependents by \$500	3(b)	\$		
	Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here			3	\$

Whose dependents?

This step covers eligible dependents you claim and other tax credits.

A parent claiming you does not mean you enter yourself here.

A common teen situation

No dependents you claim and no other eligible credits?

Leave Step 3 blank.

Ask for tax help if you are unsure.

W-4 Step 4: adjustments, only if needed

Step 4: Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income

4(a)	\$	
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(b) **Deductions.** Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . .

4(b)	\$	
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(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . .

4(c)	\$	
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4(a): other income

Income such as interest, not job wages.

4(b): use the Deductions Worksheet.

4(c): extra withholding

Extra federal income tax each paycheck.

No adjustments needed? Leave Step 4 blank.

The IRS estimator can help with part-year work or changes during the year.

W-4 Step 5: sign and give it to payroll

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

Your signature and date

Read the statement and sign your W-4.
Leave "Employers Only" to the employer.
Submit through the approved
secure process.

Example: a 16-year-old with one job

Single, no dependents or adjustments,
and not claiming exempt:
complete Steps 1 and 5.
Leave Steps 2–4 blank.

W-4: the exemption checkbox

Age under 18 or student status alone does not qualify you.

Exempt from withholding	I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See <i>Exemption from withholding</i> on page 2. I understand I will need to submit a new Form W-4 for 2027 . ☐
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2025

You had no federal income tax liability.

AND

2026

You expect no federal income tax liability.

If BOTH are true: check the box and complete only Steps 1(a), 1(b) and 5. Submit a new W-4 by February 16, 2027.

A refund alone does not prove eligibility. If unsure, ask for tax help.

Your ready-to-submit checklist

- 01** The worker's details match their records.

- 02** I-9 Section 1 has the correct status, signature and date.

- 03** Documents are ready. Any I-9 helper completed Supplement A.

- 04** W-4 choices fit the worker's situation. It is signed and dated.

**Protect your information: use your employer's approved secure process.
Keep SSNs and identity documents out of public chats and presentations.**

HR or payroll

Form process, documents and submission

Official help and tax questions

uscis.gov/i-9 irs.gov/W4App