



Welcome to SPIRITUS!

Please complete the four payroll forms and email them to bookkeeper@spiritusministries.org or share them via google drive at the same address. If you are uncomfortable sharing electronically, please email Jackie at bookkeeper@spiritusminisries.org letting me know you will bring your completed forms along with your I-9 ID when you arrive.

1.) **Direct Deposit Authorization Form**

2.) **I-9 - Please fill out section 1 and sign it.**

- **Bring your ID documents, or you can email if you prefer**

- Usually, people use their passport OR both driver's license and social security card.

3.) **W4 - You only need to fill out the first page.**

- Fill out sections 1a-1c and sign on line 5

- For extra withholding (uncommon for missionaries), see step 4(c).

- If you did not owe any federal taxes for last year, and will earn \$12,000 or less in total this calendar year and next calendar year, you may write EXEMPT under line 4c. This will result in larger paychecks, especially your last one (completion stipend) since no federal taxes would be withheld. This is optional.

-Example: If you already earned \$11,000 (servant leaders \$4800) this year or will earn \$7600+ next summer/fall, don't write EXEMPT, but if you're not earning that much, you may choose to write EXEMPT, but are not required to do so. If you claim EXEMPT, Federal taxes won't be withheld and therefore will not come to you as a tax refund.

4.) **WT-4** - Fill out the top half and sign. Again, either do section 1a-1d or write exempt on line 3.

I look forward to hearing from you and meeting you! Please let me know if you have any questions!

Jackie Weninger
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