

Employee Packet

(Employers should keep this folder for your records)

You will need to complete the following steps in order to hire an employee.

- **Have the person that you decide to hire fill out and provide the following forms and information to Acumen.**
 - I-9 Employment Eligibility Verification
*Your employee fills out section I
As the Employer, you fill out section II of this form*
 - W-4 Employee's Withholding Allowance Certificate
 - WH-4 Indiana Employee's Withholding Exemption and County Status Certificate
 - Photocopy of the employee's Social Security card and the ID card (See back of I-9)
 - Pay Selection Agreement
 - Authorization for Direct Deposit (This form is only needed if your employee chooses direct deposit)

Examples of these completed forms can be found in the back of the packet on yellow paper.

Please photocopy the blank forms so you can use them for future employees, or go to our website www.acumenfiscalagent.com to print additional copies. You may also call and we will gladly furnish you with more copies.

Fax or mail the above completed forms and requirements to Acumen.

Acumen
4542 E Inverness Avenue Suite 210
Mesa, AZ 85206
Toll Free Phone: 866-240-5188
Toll Free Fax: 866-238-0269

Program Requirement:

In addition to the above forms, Area 2 Agency on Aging/Real Services, Inc. may require additional paperwork for your employees to fill out. Please contact your Case Manager at Area 2 Agency on Aging/Real Services, Inc. for further information.

For your Records:

Employee's Name _____ Date Hired _____
Phone # _____ Address _____
_____ I-9 _____ Photocopies of SS Card & ID Card _____ W-4
_____ WH-4 _____ Pay Selection _____ Direct Deposit (optional)
Comments: _____
_____ Date Terminated _____

Employee's Name _____ Date Hired _____
Phone # _____ Address _____
_____ I-9 _____ Photocopies of SS Card & ID Card _____ W-4
_____ WH-4 _____ Pay Selection _____ Direct Deposit (optional)
Comments: _____
_____ Date Terminated _____

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Employee's Name _____ Date Hired _____
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_____ WH-4 _____ Pay Selection _____ Direct Deposit (optional)
Comments: _____
_____ Date Terminated _____

If you have questions, you can e-mail customerservice@acumen2.net or call 1-866-240-5188 to speak with a representative.

Employee Change/Termination

Complete the top section of the [Employee Change/Termination Form](#) if an employee changes name or address. Complete the Termination Notice section when terminating an employee. Fax or mail this form to Acumen.

Employee Files

We recommend that you maintain a current and accurate file on each employee hired. This file should contain all employee documentation, including but not limited to the following: W-4, I-9, copies of completed timesheets.

Confidentiality and Protection of Records

Employees must not disclose or knowingly permit the disclosure of any information concerning the participant, the employer, or his/her family to any unauthorized person.

Tax Information

According to the IRS Publication 15, Circular E: Employer Tax Guide, household workers are exempt from federal income tax withholding. However, the employer may withhold and deposit federal income tax if both the employer and employee voluntarily agree. This does not mean that your employees are exempt from paying federal income tax. It does mean that you are not required to do this withholding for them. Regardless of your choice, the cost to your budget will be the same because federal income tax is an employee paid tax.

If you and your employee choose the option of not withholding federal income tax from their checks, there is the possibility of an “underpayment penalty” for your employee. An underpayment penalty is charged if you did not pay enough tax either through withholding or by making estimated tax payments throughout the year.

Because of this, Acumen will automatically withhold federal income tax on all employees based on the W-4 that each of your employees have filled out. If you choose to “opt out” of the withholding of federal income tax, please contact Acumen and request a [Form to Opt out of FIT Withholding](#).

Acumen
4542 E Inverness Avenue Suite 210
Mesa, AZ 85206
Office Hours: 8AM-5PM MST
Toll Free Phone: 866-240-5188
Toll Free Fax: 866-238-0269
TTY: 888-835-0010
customerservice@acumen.net
www.acumenfiscalagent.com

