

NEW HIRE PAYROLL PACKET

This packet is to be completed by employees prior to the first day of assignment at Frazier School District. This packet is for individuals hired to part-time assignment in which candidates are not eligible for benefits. This includes **coaches, substitutes, and teacher aides**. A driver's license and Social Security card will also be required. Alternate documentation is acceptable according to the List of Acceptable Documents (Form I-9) enclosed. Please bring original, valid identification to the Business Office along with this packet so copies can be made.

All employees of Frazier School District must provide an active email address as part of this new hire paperwork. Personal email will be necessary if email is not provided to you in your new role by the District. This is required for communications between the new hire and PSERS (Public School Employees' Retirement System). Please be advised, the email you provide should be checked regularly.

Updated clearances are required in the Superintendent's Office if not provided at time of application.

Please contact 724-736-9507 Ext. 110 with questions.

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

| | | | |
|---|---|-----------|---|
| 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) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> 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.) | | |

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

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 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 (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (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.)

| | | | |
|--|---|-------------|----------|
| 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): | | |
| | Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ | | |
| | Multiply the number of other dependents by \$500 \$ _____ | | |
| | Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here | 3 | \$ _____ |
| Step 4 (optional): 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) | \$ _____ |
| | (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here | 4(b) | \$ _____ |
| | (c) Extra withholding. Enter any additional tax you want withheld each pay period | 4(c) | \$ _____ |

| | | | |
|------------------------------------|--|--|------|
| 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) |
| | | | |

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 and you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

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

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3. 1 \$
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a. 2a \$
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b. 2b \$
c Add the amounts from lines 2a and 2b and enter the result on line 2c. 2c \$
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld). 4 \$

Step 4(b)—Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. 1 \$
2 Enter: { \$29,200 if you're married filing jointly or a qualifying surviving spouse; \$21,900 if you're head of household; \$14,600 if you're single or married filing separately } 2 \$
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" 3 \$
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information. 4 \$
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4. 5 \$

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999 | \$0 | \$0 | \$780 | \$850 | \$940 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,370 |
| \$10,000 - 19,999 | 0 | 780 | 1,780 | 1,940 | 2,140 | 2,220 | 2,220 | 2,220 | 2,220 | 2,220 | 2,570 | 3,570 |
| \$20,000 - 29,999 | 780 | 1,780 | 2,870 | 3,140 | 3,340 | 3,420 | 3,420 | 3,420 | 3,420 | 3,770 | 4,770 | 5,770 |
| \$30,000 - 39,999 | 850 | 1,940 | 3,140 | 3,410 | 3,610 | 3,690 | 3,690 | 3,690 | 4,040 | 5,040 | 6,040 | 7,040 |
| \$40,000 - 49,999 | 940 | 2,140 | 3,340 | 3,610 | 3,810 | 3,890 | 3,890 | 4,240 | 5,240 | 6,240 | 7,240 | 8,240 |
| \$50,000 - 59,999 | 1,020 | 2,220 | 3,420 | 3,690 | 3,890 | 3,970 | 4,320 | 5,320 | 6,320 | 7,320 | 8,320 | 9,320 |
| \$60,000 - 69,999 | 1,020 | 2,220 | 3,420 | 3,690 | 3,890 | 4,320 | 5,320 | 6,320 | 7,320 | 8,320 | 9,320 | 10,320 |
| \$70,000 - 79,999 | 1,020 | 2,220 | 3,420 | 3,690 | 4,240 | 5,320 | 6,320 | 7,320 | 8,320 | 9,320 | 10,320 | 11,320 |
| \$80,000 - 99,999 | 1,020 | 2,220 | 3,620 | 4,890 | 6,090 | 7,170 | 8,170 | 9,170 | 10,170 | 11,170 | 12,170 | 13,170 |
| \$100,000 - 149,999 | 1,870 | 4,070 | 6,270 | 7,540 | 8,740 | 9,820 | 10,820 | 11,820 | 12,830 | 14,030 | 15,230 | 16,430 |
| \$150,000 - 239,999 | 1,960 | 4,360 | 6,760 | 8,230 | 9,630 | 10,910 | 12,110 | 13,310 | 14,510 | 15,710 | 16,910 | 18,110 |
| \$240,000 - 259,999 | 2,040 | 4,440 | 6,840 | 8,310 | 9,710 | 10,990 | 12,190 | 13,390 | 14,590 | 15,790 | 16,990 | 18,190 |
| \$260,000 - 279,999 | 2,040 | 4,440 | 6,840 | 8,310 | 9,710 | 10,990 | 12,190 | 13,390 | 14,590 | 15,790 | 16,990 | 18,190 |
| \$280,000 - 299,999 | 2,040 | 4,440 | 6,840 | 8,310 | 9,710 | 10,990 | 12,190 | 13,390 | 14,590 | 15,790 | 16,990 | 18,380 |
| \$300,000 - 319,999 | 2,040 | 4,440 | 6,840 | 8,310 | 9,710 | 10,990 | 12,190 | 13,390 | 14,590 | 15,980 | 17,980 | 19,980 |
| \$320,000 - 364,999 | 2,040 | 4,440 | 6,840 | 8,310 | 9,710 | 11,280 | 13,280 | 15,280 | 17,280 | 19,280 | 21,280 | 23,280 |
| \$365,000 - 524,999 | 2,720 | 6,010 | 9,510 | 12,080 | 14,580 | 16,950 | 19,250 | 21,550 | 23,850 | 26,150 | 28,450 | 30,750 |
| \$525,000 and over | 3,140 | 6,840 | 10,540 | 13,310 | 16,010 | 18,590 | 21,090 | 23,590 | 26,090 | 31,090 | 33,590 | |

Single or Married Filing Separately

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999 | \$240 | \$870 | \$1,020 | \$1,020 | \$1,020 | \$1,540 | \$1,870 | \$1,870 | \$1,870 | \$1,870 | \$1,910 | \$2,040 |
| \$10,000 - 19,999 | 870 | 1,680 | 1,830 | 1,830 | 2,350 | 3,350 | 3,680 | 3,680 | 3,680 | 3,720 | 3,920 | 4,050 |
| \$20,000 - 29,999 | 1,020 | 1,830 | 1,980 | 2,510 | 3,510 | 4,510 | 4,830 | 4,830 | 4,870 | 5,070 | 5,270 | 5,400 |
| \$30,000 - 39,999 | 1,020 | 1,830 | 2,510 | 3,510 | 4,510 | 5,510 | 5,830 | 5,870 | 6,070 | 6,270 | 6,470 | 6,600 |
| \$40,000 - 59,999 | 1,390 | 3,200 | 4,360 | 5,360 | 6,360 | 7,370 | 7,890 | 8,090 | 8,290 | 8,490 | 8,690 | 8,820 |
| \$60,000 - 79,999 | 1,870 | 3,680 | 4,830 | 5,840 | 7,040 | 8,240 | 8,770 | 8,970 | 9,170 | 9,370 | 9,570 | 9,700 |
| \$80,000 - 99,999 | 1,870 | 3,690 | 5,040 | 6,240 | 7,440 | 8,640 | 9,170 | 9,370 | 9,570 | 9,770 | 9,970 | 10,810 |
| \$100,000 - 124,999 | 2,040 | 4,050 | 5,400 | 6,600 | 7,800 | 9,000 | 9,530 | 9,730 | 10,180 | 11,180 | 12,180 | 13,120 |
| \$125,000 - 149,999 | 2,040 | 4,050 | 5,400 | 6,600 | 7,800 | 9,000 | 10,180 | 11,180 | 12,180 | 13,180 | 14,180 | 15,310 |
| \$150,000 - 174,999 | 2,040 | 4,050 | 5,400 | 6,860 | 8,860 | 10,860 | 12,180 | 13,180 | 14,230 | 15,530 | 16,830 | 18,060 |
| \$175,000 - 199,999 | 2,040 | 4,710 | 6,860 | 8,860 | 10,860 | 12,860 | 14,380 | 15,680 | 16,980 | 18,280 | 19,580 | 20,810 |
| \$200,000 - 249,999 | 2,720 | 5,610 | 8,060 | 10,360 | 12,660 | 14,960 | 16,590 | 17,890 | 19,190 | 20,490 | 21,790 | 23,020 |
| \$250,000 - 399,999 | 2,970 | 6,080 | 8,540 | 10,840 | 13,140 | 15,440 | 17,060 | 18,360 | 19,660 | 20,960 | 22,260 | 23,500 |
| \$400,000 - 449,999 | 2,970 | 6,080 | 8,540 | 10,840 | 13,140 | 15,440 | 17,060 | 18,360 | 19,660 | 20,960 | 22,260 | 23,500 |
| \$450,000 and over | 3,140 | 6,450 | 9,110 | 11,610 | 14,110 | 16,610 | 18,430 | 19,930 | 21,430 | 22,930 | 24,430 | 25,870 |

Head of Household

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary | | | | | | | | | | | |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| | \$0 - 9,999 | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999 | \$0 | \$510 | \$850 | \$1,020 | \$1,020 | \$1,020 | \$1,020 | \$1,220 | \$1,870 | \$1,870 | \$1,870 | \$1,960 |
| \$10,000 - 19,999 | 510 | 1,510 | 2,020 | 2,220 | 2,220 | 2,220 | 2,420 | 3,420 | 4,070 | 4,070 | 4,160 | 4,360 |
| \$20,000 - 29,999 | 850 | 2,020 | 2,560 | 2,760 | 2,760 | 2,960 | 3,960 | 4,960 | 5,610 | 5,700 | 5,900 | 6,100 |
| \$30,000 - 39,999 | 1,020 | 2,220 | 2,760 | 2,960 | 3,160 | 4,160 | 5,160 | 6,160 | 6,900 | 7,100 | 7,300 | 7,500 |
| \$40,000 - 59,999 | 1,020 | 2,220 | 2,810 | 4,010 | 5,010 | 6,010 | 7,070 | 8,270 | 9,120 | 9,320 | 9,520 | 9,720 |
| \$60,000 - 79,999 | 1,070 | 3,270 | 4,810 | 6,010 | 7,070 | 8,270 | 9,470 | 10,670 | 11,520 | 11,720 | 11,920 | 12,120 |
| \$80,000 - 99,999 | 1,870 | 4,070 | 5,670 | 7,070 | 8,270 | 9,470 | 10,670 | 11,870 | 12,720 | 12,920 | 13,120 | 13,450 |
| \$100,000 - 124,999 | 2,020 | 4,420 | 6,160 | 7,560 | 8,760 | 9,960 | 11,160 | 12,360 | 13,210 | 13,880 | 14,880 | 15,880 |
| \$125,000 - 149,999 | 2,040 | 4,440 | 6,180 | 7,580 | 8,780 | 9,980 | 11,250 | 13,250 | 14,900 | 15,900 | 16,900 | 17,900 |
| \$150,000 - 174,999 | 2,040 | 4,440 | 6,180 | 7,580 | 9,250 | 11,250 | 13,250 | 15,250 | 16,900 | 18,030 | 19,330 | 20,630 |
| \$175,000 - 199,999 | 2,040 | 4,510 | 7,050 | 9,250 | 11,250 | 13,250 | 15,250 | 17,530 | 19,480 | 20,780 | 22,080 | 23,380 |
| \$200,000 - 249,999 | 2,720 | 5,920 | 8,620 | 11,120 | 13,420 | 15,720 | 18,020 | 20,320 | 22,270 | 23,570 | 24,870 | 26,170 |
| \$250,000 - 449,999 | 2,970 | 6,470 | 9,310 | 11,810 | 14,110 | 16,410 | 18,710 | 21,010 | 22,960 | 24,260 | 25,560 | 26,860 |
| \$450,000 and over | 3,140 | 6,840 | 9,880 | 12,580 | 15,080 | 17,580 | 20,080 | 22,580 | 24,730 | 26,230 | 27,730 | 29,230 |



RESIDENCY CERTIFICATION FORM Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes to the local EIT collector. This form must be used by employers when a new employee is hired or when a current employee notifies employer of a name or address change. Use the Address Search Application at dced.pa.gov/Act32 to determine PSD codes, EIT rates, and tax collector contact information.

| EMPLOYEE INFORMATION – RESIDENCE LOCATION | | | | | | | |
|--|---|--|----------------------|--|--|-------------------------|--|
| NAME (Last Name, First Name, Middle Initial) | | SOCIAL SECURITY NUMBER <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table> | | | | | |
| | | | | | | | |
| STREET ADDRESS (No PO Box, RD or RR) | | | | | | | |
| ADDRESS LINE 2 | | | | | | | |
| CITY | STATE | ZIP CODE | DAYTIME PHONE NUMBER | | | | |
| MUNICIPALITY (City, Borough or Township) | | | | | | | |
| COUNTY | RESIDENT PSD CODE <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table> | | | | | TOTAL RESIDENT EIT RATE | |
| | | | | | | | |

| EMPLOYER INFORMATION – EMPLOYMENT LOCATION | | | | | | | | | | | | |
|--|--|---|------------------------------|---|---|---|---|-------------------------------------|---|---|---|---|
| EMPLOYER BUSINESS NAME (Use Federal ID Name) FRAZIER SCHOOL DISTRICT | | EMPLOYER FEIN <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;">2</td> <td style="width: 25px;">5</td> <td style="width: 25px;">1</td> <td style="width: 25px;">1</td> <td style="width: 25px;">8</td> <td style="width: 25px;">1</td> <td style="width: 25px;">2</td> <td style="width: 25px;">6</td> <td style="width: 25px;">6</td> </tr> </table> | | 2 | 5 | 1 | 1 | 8 | 1 | 2 | 6 | 6 |
| 2 | 5 | 1 | 1 | 8 | 1 | 2 | 6 | 6 | | | | |
| STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR) 142 CONSTITUTION STREET | | | | | | | | | | | | |
| ADDRESS LINE 2 | | | | | | | | | | | | |
| CITY PERRYOPOLIS | STATE PA | ZIP CODE 15473 | PHONE NUMBER 724-736-9507 | | | | | | | | | |
| MUNICIPALITY (City, Borough or Township) PERRYOPOLIS BOROUGH | | | | | | | | | | | | |
| COUNTY FAYETTE | WORK LOCATION PSD CODE <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;">2</td> <td style="width: 25px;">6</td> <td style="width: 25px;">0</td> <td style="width: 25px;">4</td> <td style="width: 25px;">0</td> <td style="width: 25px;">5</td> </tr> </table> | 2 | 6 | 0 | 4 | 0 | 5 | WORK LOCATION NON-RESIDENT EIT RATE | | | | |
| 2 | 6 | 0 | 4 | 0 | 5 | | | | | | | |

| CERTIFICATION | |
|---|-------------------|
| Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete. | |
| SIGNATURE OF EMPLOYEE | DATE (MM/DD/YYYY) |
| PHONE NUMBER | EMAIL ADDRESS |

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES, and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

dced.pa.gov/Act32



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047

Expires 07/31/2026

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 |
|----------------------------|-----------------------------|--------------------------|-----------------------------|

| | | | |
|--|---|--|---|
| <p>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.</p> | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): | | |
| | <input type="checkbox"/> | 1. A citizen of the United States | |
| | <input type="checkbox"/> | 2. A noncitizen national of the United States (See Instructions.) | |
| | <input type="checkbox"/> | 3. A lawful permanent resident (Enter USCIS or A-Number.) | |
| | <input type="checkbox"/> | 4. A noncitizen (other than Item Numbers 2. and 3. above) 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 <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents. |
| 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) | |

| | |
|---|---------------------------------------|
| 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.

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 Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|----|---|-----|---|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of 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 | OR | <ol style="list-style-type: none"> 1. 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 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, 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 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">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 | AND | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p> |
| <p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p> | | | | |
| <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. | OR | <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. | AND | <ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document. |

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

| | | |
|--|--|---|
| Last Name (<i>Family Name</i>) from Section 1. | First Name (<i>Given Name</i>) from Section 1. | Middle initial (if any) from Section 1. |
|--|--|---|

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

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 (<i>mm/dd/yyyy</i>) | |
| Last Name (<i>Family Name</i>) | First Name (<i>Given Name</i>) | | Middle Initial (<i>if any</i>) |
| Address (<i>Street Number and Name</i>) | City or Town | State | ZIP Code |

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 (<i>mm/dd/yyyy</i>) | |
| Last Name (<i>Family Name</i>) | First Name (<i>Given Name</i>) | | Middle Initial (<i>if any</i>) |
| Address (<i>Street Number and Name</i>) | City or Town | State | ZIP Code |

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 (<i>mm/dd/yyyy</i>) | |
| Last Name (<i>Family Name</i>) | First Name (<i>Given Name</i>) | | Middle Initial (<i>if any</i>) |
| Address (<i>Street Number and Name</i>) | City or Town | State | ZIP Code |

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 (<i>mm/dd/yyyy</i>) | |
| Last Name (<i>Family Name</i>) | First Name (<i>Given Name</i>) | | Middle Initial (<i>if any</i>) |
| Address (<i>Street Number and Name</i>) | City or Town | State | ZIP Code |



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 07/31/2026

| | | |
|--|--|---|
| Last Name (<i>Family Name</i>) from Section 1 . | First Name (<i>Given Name</i>) 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 (<i>if applicable</i>) | New Name (<i>if applicable</i>) | | |
| Date (<i>mm/dd/yyyy</i>) | 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) (<i>mm/dd/yyyy</i>) |
|----------------|--------------------------|--|

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 (<i>mm/dd/yyyy</i>) |
|---|--|------------------------------------|

Additional Information (Initial and date each notation.) Check here if you used an alternative procedure authorized by DHS to examine documents.

| | | | |
|---|-----------------------------------|-------------------------|----------------|
| Date of Rehire (<i>if applicable</i>) | New Name (<i>if applicable</i>) | | |
| Date (<i>mm/dd/yyyy</i>) | 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) (<i>mm/dd/yyyy</i>) |
|----------------|--------------------------|--|

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 (<i>mm/dd/yyyy</i>) |
|---|--|------------------------------------|

Additional Information (Initial and date each notation.) Check here if you used an alternative procedure authorized by DHS to examine documents.

| | | | |
|---|-----------------------------------|-------------------------|----------------|
| Date of Rehire (<i>if applicable</i>) | New Name (<i>if applicable</i>) | | |
| Date (<i>mm/dd/yyyy</i>) | Last Name (Family Name) | First Name (Given Name) | Middle Initial |

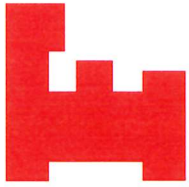
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

| | | |
|----------------|--------------------------|--|
| Document Title | Document Number (if any) | Expiration Date (if any) (<i>mm/dd/yyyy</i>) |
|----------------|--------------------------|--|

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 (<i>mm/dd/yyyy</i>) |
|---|--|------------------------------------|

Additional Information (Initial and date each notation.) Check here if you used an alternative procedure authorized by DHS to examine documents.



**Frazier School District
Payroll Schedule
2024-2025**

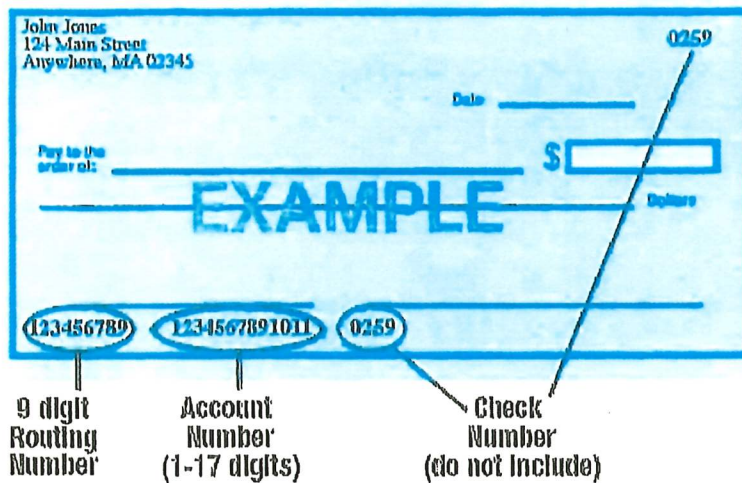
| PAY DATE* | HOURS/DAYS WORKED | | HOURS/DAYS WORKED | | TIMESHEETS DUE* TO BUILDING SECRETARY OR SUPERVISOR |
|--------------------|--------------------|--------------------|--------------------|--------------------|---|
| | FROM ... | TO ... | FROM ... | TO ... | |
| September 13, 2024 | August 17, 2024 | August 30, 2024 | August 30, 2024 | August 30, 2024 | August 30, 2024 |
| September 27, 2024 | August 31, 2024 | September 13, 2024 | September 13, 2024 | September 13, 2024 | September 13, 2024 |
| October 11, 2024 | September 14, 2024 | September 27, 2024 | September 27, 2024 | September 27, 2024 | September 27, 2024 |
| October 25, 2024 | September 28, 2024 | October 11, 2024 | October 11, 2024 | October 11, 2024 | October 11, 2024 |
| November 8, 2024 | October 12, 2024 | October 25, 2024 | October 25, 2024 | October 25, 2024 | October 25, 2024 |
| November 22, 2024 | October 26, 2024 | November 8, 2024 | November 8, 2024 | November 8, 2024 | November 8, 2024 |
| December 6, 2024 | November 9, 2024 | November 22, 2024 | November 22, 2024 | November 22, 2024 | November 22, 2024 |
| December 20, 2024 | November 23, 2024 | December 6, 2024 | December 6, 2024 | December 6, 2024 | December 6, 2024 |
| January 3, 2025 | December 7, 2024 | December 20, 2024 | December 20, 2024 | December 20, 2024 | December 20, 2024 |
| January 17, 2025 | December 21, 2024 | January 3, 2025 | January 3, 2025 | January 3, 2025 | January 3, 2025 |
| January 31, 2025 | January 4, 2025 | January 17, 2025 | January 17, 2025 | January 17, 2025 | January 17, 2025 |
| February 14, 2025 | January 18, 2025 | January 31, 2025 | January 31, 2025 | January 31, 2025 | January 31, 2025 |
| February 28, 2025 | February 1, 2025 | February 14, 2025 | February 14, 2025 | February 14, 2025 | February 14, 2025 |
| March 14, 2025 | February 15, 2025 | February 28, 2025 | February 28, 2025 | February 28, 2025 | February 28, 2025 |
| March 28, 2025 | March 1, 2025 | March 14, 2025 | March 14, 2025 | March 14, 2025 | March 14, 2025 |
| April 11, 2025 | March 15, 2025 | March 28, 2025 | March 28, 2025 | March 28, 2025 | March 28, 2025 |
| April 25, 2025 | March 29, 2025 | April 11, 2025 | April 11, 2025 | April 11, 2025 | April 11, 2025 |
| May 9, 2025 | April 12, 2025 | April 25, 2025 | April 25, 2025 | April 25, 2025 | April 25, 2025 |
| May 23, 2025 | April 26, 2025 | May 9, 2025 | May 9, 2025 | May 9, 2025 | May 9, 2025 |
| June 6, 2025 | May 10, 2025 | May 23, 2025 | May 23, 2025 | May 23, 2025 | May 23, 2025 |
| June 20, 2025 | May 24, 2025 | June 6, 2025 | June 6, 2025 | June 6, 2025 | June 6, 2025 |
| July 4, 2025 | June 7, 2025 | June 20, 2025 | June 20, 2025 | June 20, 2025 | June 20, 2025 |
| July 18, 2025 | June 21, 2025 | July 4, 2025 | July 4, 2025 | July 4, 2025 | July 4, 2025 |
| August 1, 2025 | July 5, 2025 | July 18, 2025 | July 18, 2025 | July 18, 2025 | July 18, 2025 |
| August 15, 2025 | July 19, 2025 | August 1, 2025 | August 1, 2025 | August 1, 2025 | August 1, 2025 |
| August 29, 2025 | August 2, 2025 | August 15, 2025 | August 15, 2025 | August 15, 2025 | August 15, 2025 |

* Timesheet due date and/or pay date may be altered based on bank holiday(s) and/or district closures. Revisions to these dates will be communicated through district email.

Direct Deposit Authorization Form

Please print and complete ALL the information below.

Employee Name: _____
Employee Social Security #: _____
Address: _____
City, State, Zip: _____



Name of Financial Institution: _____

Account #: _____

9-Digit Routing #: _____

Type of Account: Checking Savings (Circle One)

Please attach a voided check for the bank account to which funds should be deposited.

Frazier School District is hereby authorized to directly deposit my net pay in the account and financial institution indicated above. This authorization will remain in effect until I modify or cancel it in writing. Any such notification to my employer shall become effective following receipt, after a reasonable opportunity to act on it.

Employee Signature: _____

Date: _____



Frazier School District - Perryopolis (15473)
 YOUR WORKERS COMPENSATION CLAIMS ARE MANAGED BY WORKPARTNERS
 Send Bills To: PO Box 2971, Pittsburgh, PA 15230
 Fax: (412) 454-8717
 To Report a Claim Call: 1-800-633-1197
 WC Policy: WC300-0006189
 Policy Effective Date: 07/01/2024

NOTICE TO EMPLOYEES IN CASE OF WORK-RELATED INJURIES

1. If you suffer a work-related injury, your employer or its insurance company must pay for reasonable surgical and medical services and supplies, orthopedic appliances and prosthesis, including training in their use.
2. In order to insure that your medical treatment will be paid for by your employer or the insurance company, you must select from one of the following health care providers.
3. You must continue to visit one of the physicians listed below, if you need treatment, for ninety (90) days from the date of your first visit.
4. If one of the persons below refers you to another licensed specialist, your employer or their insurer will pay the bill for these services.
5. After this ninety- (90) day period, if you still need treatment and your employer has provided a list as set forth below, you may choose to go to another health care provider for treatment. You should notify your employer of this action within five days of your visit to said provider.
6. If a physician on the list prescribes invasive surgery, you may obtain a second opinion from any physician of your choice. If the second opinion is different than the listed physicians opinion, you may determine which course of treatment to follow; however, the second opinion must contain a specific and detailed treatment plan. If you choose the second opinion, the procedures in that opinion must be performed by one of the physicians on the list for the first ninety- (90) days. Therefore, in this situation, the employee may be required to treat with an employer-designated provider for up to 180 days.
7. If you are faced with a medical emergency, you may secure assistance from a hospital, physician, or health care provider of your choice for your work-related injury. However, when the emergency is resolved, you must seek treatment from a provider listed below.

Please contact your Claims Adjuster for any specialty need not listed on this panel.

| <u>Name</u> | <u>Address</u> | <u>Scheduling</u> | <u>Area of Specialty</u> |
|--|---|-------------------|---|
| St Clair Occupational Medicine (use Urgent Care after hours) | 2000 Oxford Dr, Ste 100 Urgent Care: (412) 942-8800 Bethel Park, PA 15102 | 412-942-7115 | Occupational Medicine |
| Excela Health WORKS - Greensburg | 443 Frye Farm Rd Upper Level Greensburg, PA 15601 | 724-765-1230 | Occupational Medicine |
| MedExpress Urgent Care - Belle Vernon (All Locations - MedExpress.com) | 860 Rostraver Rd Belle Vernon, PA 15012 | 724-929-3278 | Urgent Care |
| Mon-Vale Surgical Associates | 800 Plaza Dr, Ste 140 Monongahela Valley Hospital HealthPlex Belle Vernon, PA 15012 | 724-929-4122 | General Surgery |
| *UPP Dept of Neurosurgery - McKeesport | 500 Hospital Way, Ste 6 John Painter Building McKeesport, PA 15132 | 412-647-3685 | Neurosurgery |
| The Orthopedic Group - Belle Vernon | 800 Plaza Dr, Ste 400 Belle Vernon, PA 15012 | 724-379-5802 | Orthopedics |
| The Orthopedic Group at Penn Highlands - Uniontown | 150 Wayland Smith Dr Uniontown, PA 15401 | 724-437-8200 | Orthopedics |
| Everett & Hurite Ophthalmic Association - Rostraver | 800 Plaza Dr, Ste 360 Willow Pointe Plaza Belle Vernon, PA 15012 | 724-929-5512 | Ophthalmology |
| Associates in Medical Rehabilitation PLCC | 1163 Country Club Rd Monongahela, PA 15063 | 724-258-1408 | Physiatry (Musculoskeletal Injuries) |
| One Call Physical Therapy | Call Toll-Free for Closest Location | 1-844-284-2525 | Physical Therapy |
| One Call Chiropractic | Call Toll-Free for Closest Location | 1-844-284-2525 | Chiropractic |
| One Call Imaging Services | Call Toll-Free for Closest Location | 1-844-284-2525 | Diagnostic Imaging |
| One Call Durable Medical Equipment | Call Toll-Free for Supplier | 1-844-284-2525 | DME |
| myMatrixx (an Express Scripts company) | Call Toll-Free for Closest Location BIN# 003858, Group# KYHA | 1-800-945-5951 | Pharmacy |

*In accordance with Section 306(f.1)(1)(i) of the Worker's Compensation Act AND 34 Pa. Code Section 127.753 Disclosure Requirements, this health care provider is employed, owned or controlled by UPMC.

CONTACT REBECCA RODRIGUEZ (EXT. 114) TO FILE A WORKER'S COMP. CLAIM OR TO REQUEST AN UPDATED PANEL OF PROVIDERS.



WORKERS' COMPENSATION INFORMATION

To All Employees:

The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

Benefits are required to be paid by your employer if self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place. It is also required to be posted in any areas used for treatment of injured employees or for the administration of first aid.

You should report immediately any injury or work-related illness to your employer. Your benefits could be delayed or denied if you do not notify your employer immediately.

If your claim is denied by your employer, you have the right to request a hearing before a Workers' Compensation Judge.

The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information:

Department of Labor & Industry
Bureau of Workers' Compensation
651 Boas Street 8th Fl
Harrisburg, Pennsylvania 17121-0750
Telephone No. within Pennsylvania: 1-800-482-2383
Telephone No. outside of this Commonwealth: 717-772-4447
TTY: 1-800-362-4228 (for hearing and speech impaired only)
www.state.pa.us, PA keyword: workers' comp

For a complete list of panel physicians, please contact your employer. Please call 1-800-633-1197 with any additional questions.

I, _____, employee of _____,
(employer)

certify that I have been provided with, read, and understood the information set forth above consistent with the requirements of the Pennsylvania Workers' Compensation Act.

Date: _____

Fax this form to Workpartners (412-454-8717) if it is being completed as a result of a work injury; then place the original in the employee file. If this form is being completed for any reason other than in conjunction with an injury please do not fax to Workpartners, only place in the employee file.

Workpartners Claims Management Services PO Box 2971 Pittsburgh PA 15230



EMPLOYEE'S ACKNOWLEDGEMENT FORM UNDER SECTION 306(f)(1)(i) OF THE PENNSYLVANIA WORKER'S COMPENSATION ACT

I recognize and agree that my employer has provided a list of at least six (6) designated health care providers, no more than two (2) of whom are coordinated care organizations and no fewer than three (3) of whom are physicians. Therefore, I acknowledge that I must treat with one of these health care providers for ninety (90) days from the date of my first visit. If I fail to treat with one of these designated health care providers, I understand that my employer will not be liable for the payment for services rendered during this ninety (90) day period. Subsequent treatment may be provided by any health care provider of my choice. However, I must advise my employer within five (5) days of my first visit to each and every non-designated health care provider. Failure to do so may affect whether my employer is liable for payment for services rendered prior to appropriate notice.

My employer has informed me of my rights and duties, and my signature acknowledges that I have been so informed and that I understand my rights and duties.

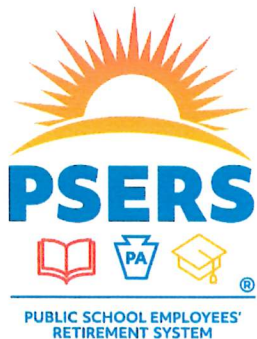
Employee's Signature _____ Date _____

Employee's Name (Print) _____ Employee Number _____

Employer _____ Department _____

Witness' Signature _____ Date _____

Fax this form to Workpartners (412-454-8717) if it is being completed as a result of a work injury; then place the original in the employee file. If this form is being completed for any reason other than in conjunction with an injury please do not fax to Workpartners, only place in the employee file.



Welcome to PSERS

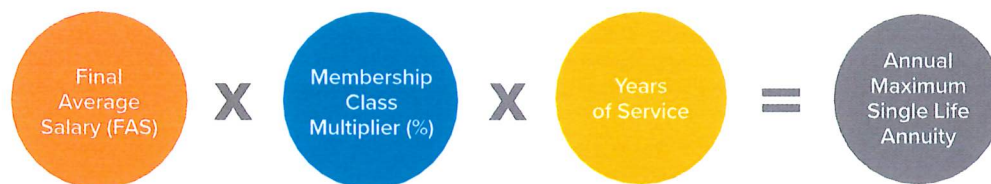
Understanding your membership class options



You are automatically enrolled as a Class T-G member. Class T-G provides both a Defined Benefit (DB) and a Defined Contribution (DC) component for your retirement benefit. If you wish to remain in Class T-G, **no action is required**. You have a 90-day election period to decide if you would like to remain Class T-G or elect one of two other membership classes: Class T-H or Class DC. This guide compares the features and benefits of each membership class on the next page.

What is the difference between PSERS' Defined Benefit (DB) and Defined Contribution (DC) Plans?

The **Defined Benefit** component of your retirement guarantees you a monthly benefit based on the following calculation.



The **Defined Contribution** component of your retirement is based on the amount of contributions made by you and your employer and the investment performance on those contributions, subject to costs and expenses. Your contributions have the potential to grow based on investment earnings, but are not guaranteed against loss in declining investment markets.



How are the membership classes similar and different?

Class T-G offers the highest monthly DB benefit at retirement. You also have a DC component of your retirement, which is based on what you and your employer contribute to the DC Plan and the performance of those contributions based on the investment options you choose, subject to costs and expenses. Compared to Class T-H, Class T-G has a higher DB member contribution rate* and a higher employer DC contribution rate, but a lower participant DC contribution rate.

Class T-H offers a monthly benefit from the DB component that is lower than Class T-G. You also have a DC component of your retirement, which is based on what you and your employer contribute to the DC Plan and the performance of those contributions based on the investment options you choose, subject to costs and expenses. Compared to Class T-G, Class T-H has a lower DB member contribution rate* and a lower employer DC contribution rate, but a higher participant DC contribution rate.

Class DC offers the value of your DC account based solely on what you and your employer contribute to the DC Plan and the performance of those contributions based on the investment options you choose, subject to costs and expenses. The participant DC contribution rate is the highest and the employer DC contribution rate is the same as Class T-H, which is lower than that of Class T-G. Class DC provides no monthly DB benefit or PSERS disability retirement benefit. Class DC members cannot purchase service and cannot elect Multiple Service membership to combine PSERS credited service with service credited in the State Employees' Retirement System.

* The DB contribution rate is subject to a Shared Risk/Shared Gain contribution Rate. Please visit PSERS online for additional information and the most current contribution rates.

Membership Class Comparison

The following chart compares the unique features and benefits of Class T-G, Class T-H, and Class DC. The chart also details how much of your salary you contribute each pay period, how much your employer contributes on your behalf each pay period, when you qualify for a benefit, and how your total retirement benefit is calculated. Please review the information carefully when considering your Membership Class options.

| | Your Default Option Class T-G (Hybrid of DB & DC Plans) | Elective Option Class T-H (Hybrid of DB & DC Plans) | Elective Option Class DC (DC Plan) |
|---|--|---|---|
| Total Member Contribution Rate* | 8.25% (DB: 5.50% + DC: 2.75%) | 7.50% (DB: 4.50% + DC: 3.00%) | 7.50% |
| Employer Contribution Rate to Member's DC Account | 2.25% | 2.00% | |
| Vesting Period (When you qualify for a benefit) | 10 years (or age 67 with 3 years of service) - DB Plan 3 eligibility points to receive the DC Employer Contributions/Earnings | | No DB Plan 3 eligibility points to receive the DC Employer Contributions/ Earnings |
| Your Total Retirement is based on... | DB = 1.25% x FAS x Years of Service + Value in DC account | DB = 1.00% x FAS x Years of Service + Value in DC account | No DB Plan. Value in DC account only |
| Total Retirement Benefit | Guaranteed monthly benefit for life (DB Plan) + Contributions (DC Plan) and the investment performance, subject to costs and expenses | | Contributions (DC Plan) and the investment performance, subject to costs and expenses |
| Purchasing Service, Disability Retirement, Electing Multiple Service | Yes | | No, except for USERRA |
| Normal Retirement Age | For the DB Plan, earlier of: • Age 67 with 3 years of service • Combination of age and service equaling 97 with at least 35 years of service For the DC Plan, distribution after termination of service | For the DB Plan, age 67 with 3 years of service For the DC Plan, distribution after termination of service | N/A (Distribution permitted after termination of service) |
| Early Retirement Milestone | Age 57 with 25 years of service | Age 55 with 25 years of service | N/A |

* The Member Contribution Rate is a percentage of your retirement-covered compensation that is withheld from your pay. This represents the current DB rate inclusive of the Shared Risk/Shared Gain Contribution Rate. The mandatory contributions you make to the PSERS DB and DC Plans lower your federal taxable income and increase your tax-deferred savings for retirement.

PSERS New Member Election Calculator

New members can use the PSERS New Membership Class Election Calculator to estimate what the value of their DB and DC component may be in retirement. This is particularly important for Class T-G members who are within their 90-day class election window to elect Class T-H or Class DC. You also may want to consider consulting with a certified financial planner.

PSERS Membership Class Election calculator provides estimated DB monthly annuity amounts and a potential and estimated DC vested amount. Although PSERS makes every effort to accurately represent the estimated amounts calculated using this calculator, PSERS makes no assurance, representation, or promise regarding the estimated DB benefit, future earnings or losses, or income projections.

Access the Election Calculator on the PSERS website or scan the QR code



Membership Class Example

Member assumptions: \$40,000 starting salary with 3% annual increases, working for 35 years (normal retirement)

PSERS DB Plan factors: Final average salary of \$103,093 and earns a guaranteed 4% on contributions and interest. Member leaves these in for maximum pension benefit. The base DB contribution rate is 5.50% for Class T-G and 4.50% for Class T-H. Shared Risk/Shared Gain rate is not applied. Visit PSERS online for the most current contribution rates.

PSERS DC Plan assumptions*: 26 pay periods per year and 6% rate of return.

| | Your Default Option | Your Other Elective Options | |
|--|--|--|---|
| | Class T-G <i>Highest guaranteed retirement benefit</i> | Class T-H <i>Reduced guaranteed retirement benefit</i> | Class DC <i>Value of account at time of distribution</i> |
| Total Retirement Benefit | \$944,399 | \$824,388 | \$654,177 |
| Retirement Benefit Breakdown | \$45,103 Annual Pension <u>for life</u> + DC Plan Account of \$344,304 at retirement | \$36,083 Annual Pension <u>for life</u> + DC Plan Account of \$344,304 at retirement | No Annual Pension + DC Plan Account of \$654,177 at retirement (You assume all investment risk) |
| First Year Member Contributions (based on a \$40,000 starting salary) | \$3,300 or \$126.92 from bi-weekly pay | \$3,000 or \$115.38 from bi-weekly pay | |
| Total Member Contributions | \$199,525 | \$181,386 | |
| Total Employer DC Contributions | \$54,416 | \$48,370 | |

* These hypothetical examples assume a 6% effective annual interest rate and no withdrawals. For illustrative purposes only, to show how the contribution rate and number of years invested in the DC Plan could affect your account value. Not intended as a guarantee of past or future performance of any security. Hypothetical assumptions are not guaranteed. Your actual results may vary. Actual rate of return may be more or less than shown and will depend upon a number of different factors, including your choice of investment options.

Questions to Ask Before Making Your Irrevocable Membership Class Election

- Will you work long enough to be eligible for a DB benefit with Class T-G or Class T-H by either rendering 10 years of service, or working until age 67 with at least three years of service?
- What Membership Class will better help you attain your expected retirement income and meet your financial goals?
- Do you want the ability to make the investment decisions for all or some of your retirement plan contributions?

Watch the Series of PSERS Member Class Election Videos

Visit PSERS online and go to the Class Election page for three short videos to assist you in making this important decision.

- “Understanding Your PSERS Benefit” provides a high-level overview of the PSERS retirement benefit options for new members.
- “Understanding Membership Classes” compares the PSERS membership classes: Class T-G, Class T-H, and Class DC.
- “Selecting Your Membership Class” provides examples of what your benefit may look like in each membership class as well as instructions for remaining in your current membership class and electing a new class.

Electing Class T-H or Class DC

If you would like to elect Class T-H or Class DC, you must timely log in to your PSERS MSS account and follow the instructions on the *Class Election* tab prior to your deadline.

If you have any questions about making an election, please visit PSERS online, send a secure message from your Member Self-Service (MSS) account, or call PSERS at **1.888.773.7748 (1.888.PSERS4U)**. The Member Service Center is staffed each business day from 8:00 a.m. to 5:00 p.m.

DC Plan Investment Options

Upon enrollment into the PSERS DC Plan, your and your employer's contributions are automatically invested in a target date investment based on your estimated normal retirement age (67) as determined by your date of birth. Target date investments are professionally managed and periodically adjusted with a specific target retirement date in mind. They are designed to adjust to changing needs *up to and throughout retirement* in a single investment option. Professional investment managers invest your money in a mix of funds across a variety of asset classes to create a diversified investment portfolio, guided by the number of years until retirement. The target date investment is automatically monitored and rebalanced to shift assets to more conservative investments as the retirement year draws near.

| Your birth year: | Your default investment: |
|-------------------|--------------------------------|
| Prior to 1956 | T. Rowe Price Target Date 2020 |
| 1/1/56 - 12/31/60 | T. Rowe Price Target Date 2025 |
| 1/1/61 - 12/31/65 | T. Rowe Price Target Date 2030 |
| 1/1/66 - 12/31/70 | T. Rowe Price Target Date 2035 |
| 1/1/71 - 12/31/75 | T. Rowe Price Target Date 2040 |
| 1/1/76 - 12/31/80 | T. Rowe Price Target Date 2045 |
| 1/1/81 - 12/31/85 | T. Rowe Price Target Date 2050 |
| 1/1/86 - 12/31/90 | T. Rowe Price Target Date 2055 |
| 1/1/91 - 12/31/95 | T. Rowe Price Target Date 2060 |
| In 1996 or after | T. Rowe Price Target Date 2065 |

You can remain in your default target date investment or change how all or part of your account balance is invested at any time by accessing your PSERS DC account through the PSERS MSS Portal. You can select a different target date investment or choose from among the following 9 additional investment options. Visit PSERS online for more investment information and to access fund prospectuses.

With PSERS, you're on your way!

The T. Rowe Price target date trusts (the Trusts) are not mutual funds. They are common trust funds established by T. Rowe Price Trust Company under Maryland banking law, and their units are exempt from registration under the Securities Act of 1933. Investments in the Trusts are not deposits or obligations of, or guaranteed by, the U.S. government or its agencies or T. Rowe Price Trust Company and are subject to investment risks, including possible loss of principal.

Not FDIC/NCUA/NCUSIF Insured • Not a Deposit of a Bank/Credit Union • May Lose Value • Not Bank/Credit Union Guaranteed • Not Insured by Any Federal Government Agency

Plan administrative services are provided by Voya Institutional Plan Services, LLC (VIPS). VIPS is a member of the Voya® family of companies and is not affiliated with the Public School Employees' Retirement System (PSERS) or the PSERS Defined Contribution Plan.

Stable Value

MissionSquare PLUS Fund R10 seeks to preserve capital, limit risk of loss to your principal, and deliver stable returns.

Bonds

BlackRock High Yield K invests primarily in non-investment grade bonds with maturities of 10 years or less.

PIMCO Total Return Instl invests at least 65% of its total assets in a diversified portfolio of fixed income instruments of varying maturities.

PIMCO Real Return Instl invests at least 80% of its net assets in inflation-indexed bonds of varying maturities issued by the U.S. and non-U.S. governments.

Balanced

Calvert Balanced R6 actively manages a portfolio of stocks, bonds, and money market instruments.

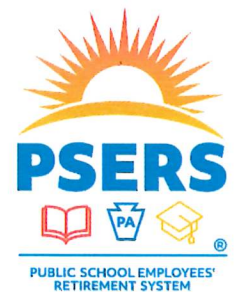
Stocks

Fidelity® 500 Index invests at least 80% of assets in common stock included in the S&P 500 Index, which broadly represents the performance of common stocks publicly traded in the U.S.

Fidelity® Extended Market Index invests at least 80% of assets in common stocks included in the Dow Jones U.S. Completion Total Stock Market Index, which represents the performance of stocks of mid- to small-capitalization U.S. companies.

Fidelity® Real Estate Index corresponds to the total return of equity Real Estate Investment Trusts and other real estate-related investments.

American Funds Europacific Growth R6 invests primarily in common stock of issuers in Europe and the Pacific Basin that the investment adviser believes have the potential for growth.



Attached is the 2024 Plan Summary for Frazier School District from TSA Consulting Group, Inc. If you have any questions on your existing TSA plan contribution, or are interested in establishing one, please contact the appropriate vendor or representative below.

Cynthia L. Egan
Senior Financial Advisor
CEgan@lincolninvestment.com
Lincoln Investment
1606 Carmody Court, Suite 102
Blaymore One Office Building
Sewickley, PA 15143
412-231-7968 (fax)
412-883-3786 (W)
1-800-318-4828 x3340

Douglas S. Waszo
Financial Advisor
dwaszo@4kmc.com
www.4kmc.com
Kades Margolis
One Northgate Square Ste. 102
Greensburg, PA 15601
724-836-2800 (W)
724-286-7747 (C)
724-836-5800 (fax)

Kyle Bero
Financial Advisor
Kyle.bero@equitable.com
Equitable Advisors
6000 Town Center Blvd
Suite 335
Canonsburg, PA 15317
724-338-2014 (W)
724-317-6954 (C)

Domenic Santoleri
PA State Manager
Domenic.Santoleri@americanfidelity.com
American Fidelity Assurance Co.
877-518-2337 (W)
844-565-2235 (fax)
610-937-2428 (C)

Invesco Oppenheimer Funds
(800)-959-4246

Daniel Hall
daniel.hall@horacemann.com
Horace Mann
412-925-6429

Security Benefits Group
(800) 888-2461

Bill Kuban
bill.kuban@horacemann.com
Horace Mann
412-559-6930

MEANINGFUL NOTICE / PLAN SUMMARY INFORMATION**403(b) PLAN**

The 403(b) Plan is a valuable retirement savings option. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) Plan offered.

Plan administration services for the 403(b) plan are provided by U.S. OMNI & TSACG Compliance Services. Visit the U.S. OMNI & TSACG Compliance Services' website (<https://www.tsacg.com>) for information about enrollment in the plan, investment product providers available, distributions, enrollment, exchanges or transfers, 403(b) loans, and rollovers.

ELIGIBILITY

Most employees, with the exception of private contractors, appointed/elected trustees and/or school board members are eligible to participate in the 403(b) plan immediately upon employment. Please verify if your employer allows student workers to participate in the 403(b) plan. Eligible employees may make voluntary elective deferrals to the 403(b) plan. Participants are fully vested in their contributions and earnings at all times.

EMPLOYEE CONTRIBUTIONSTraditional 403(b)

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) account up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Salary deferral contributions to the participant's 403(b) account are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

Roth 403(b)

Contributions made to a Roth 403(b) account are after-tax deductions from your paycheck. Income taxes are not reduced by contributions you make to your account. All qualified distributions from Roth 403(b) accounts are tax-free. Any earnings on your deposits are not taxed as long as they remain in your account for five years from the date that your first Roth contribution was made. Distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. U.S. OMNI & TSACG Compliance Services monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

THE BASIC CONTRIBUTION LIMIT FOR 2024 IS \$23,000.

Additional provisions allowed:

AGE-BASED ADDITIONAL AMOUNT

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$7,500.

THE SERVICE-BASED CATCH UP AMOUNT

The special catch-up provision allows participants to make additional contributions of up to \$3,000 if, as of the preceding calendar year, the participant has completed 15 or more full years of employment with the current employer, not averaged over \$5,000 per year in annual contributions, and has not utilized catch-up contributions in excess of the aggregate of \$15,000. For a detailed explanation of this provision, please visit <https://www.tsacg.com>.

ENROLLMENT

Employees who wish to enroll in the 403(b) plan must first select the provider and investment product best suited for their 403(b) account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and any disclosure forms must be completed and submitted to the employer. This form authorizes the employer to withhold 403(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. A SRA must be completed to start, stop or modify contributions to a 403(b) account. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

Please note: The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation. For convenience, a MAC calculator is available at <https://www.tsacg.com>.



INVESTMENT PROVIDER INFORMATION

A current list of authorized 403(b) Investment Providers and current employer forms are available on the employer's specific Web page at <https://www.tsacg.com>.

PLAN DISTRIBUTION TRANSACTIONS

Distribution transactions may include any of the following depending on the employer's Plan Document: loans, transfers, rollovers, exchanges, hardships, withdrawals or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and plan administrator as required. All completed forms should be submitted to the plan administrator for processing. Prior to taking a loan, participants should consult a tax advisor.

PLAN-TO-PLAN TRANSFERS

A plan-to-plan transfer is defined as the movement of a 403(b) account from a previous plan sponsor's plan and retaining the same account with the authorized investment provider under the new plan sponsor's plan.

ROLLOVERS

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

DISTRIBUTIONS

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations unless they have attained age 59½ or separated from service. In most cases, any withdrawals made from a 403(b) account are taxable in full as ordinary income.

EXCHANGES

Participants may exchange account accumulations from one 403(b) investment provider to another 403(b) investment provider that is authorized under the plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange.

403(b) PLAN LOANS

Participants may be eligible to borrow their 403(b) plan accumulations depending on the provisions of their 403(b) account contract and provisions of the employer plan. If loans are available, they are generally granted for a term of five years or less (general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) account contract and provisions of the employer. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider.

HARDSHIP WITHDRAWALS

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. To be eligible for a hardship withdrawal according to IRS Safe Harbor regulations, you must certify and may be asked to provide evidence that the distribution is being taken for specific reasons. These eligibility requirements to receive a Hardship withdrawal are provided on the Hardship Withdrawal Disclosure form at <https://www.tsacg.com>.

EMPLOYEE INFORMATION STATEMENT

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.

PLAN ADMINISTRATOR CONTACT INFORMATION

Transactions

P.O. Box 4037 | Fort Walton Beach, FL 32549
Toll-free: 1-888-796-3786 | <https://www.tsacg.com>

For overnight deliveries

73 Eglin Parkway NE, Suite 202 | Fort Walton Beach, FL 32548
Toll-free: 1-888-796-3786 | <https://www.tsacg.com>

403(b) Plan Employee Universal Availability Notice

Frazer School District provides eligible employees the opportunity to voluntarily save for your retirement through a 403(b) plan. The Plan allows you to make pre-tax, or if available in the plan document post-tax Roth contributions, to a 403(b) savings account to help you save for retirement. All employee contributions are made through salary reduction and employees are always 100% vested in employee contributions. Plan contributions as well as any investment earnings are tax-deferred and therefore are not taxable until distributed. Because the plan is to help you save for retirement, distributions from the plan are only permissible under certain circumstances such as retirement or termination of employment.

Eligibility

All employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan, with the exception of those specifically excluded below. If no exclusions are indicated, then all employees are eligible to participate.

- Employees who participate in an eligible governmental plan under Code section 457(b)
- Employees who are non-resident aliens;
- Employees who are students performing certain services
- Employees who normally work fewer than 20 hours per week

Enrollment

Whether you desire to enroll in the plan, or you are already enrolled but wish to make a change to the amount you currently defer, you may accomplish this by establishing an account with one of our approved providers and completing a Salary Reduction Agreement for the plan. You may obtain a list of participating providers from Payroll at the District Office or under Employee Resources/Documents of Interest/Payroll Form on the Frazier website.

Contribution Limitations

- You may contribute up to \$23,000 for 2024 based on contribution limits set by federal tax law. If you attain age 50 during the calendar year of the deferral or are over age 50 you may make an additional \$7,500 contribution in 2024. These amounts are subject to change annually.

If you are age 50 or over with 15 or more years of service, additional catch-up contributions may be available.

Your participation in this plan is voluntary. Participation in and contributions to the plan may change or cease at any time, subject to the rules of the plan.

I, _____ the undersigned employee hereby attest that I have been made aware of my employers 403(b) Plan and the eligibility requirements thereof.

Employee Signature

Date



Mr. Michael V. Turek
Superintendent of Schools
mturek@fraziersd.org
724-736-9507 x116

Confidentiality Agreement

It is the policy of Frazier School District to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students.

In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technology improvement plans, strategy plans, financial information and employee information (including but not limited to co-workers and their families).

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me for the benefit of the employee or student or in performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Frazier School District. Further, this agreement mandates compliance extending beyond employment, contract, or association with Frazier School District as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee Name (PRINT)

Employee Signature

Date

**SCHOOL PERSONNEL HEALTH RECORD
(FOR USE AFTER OFFER OF EMPLOYMENT HAS BEEN MADE)**

I. INFORMATION

School Position Offered _____

| | | | | |
|-------------------------|-------|------------|-------|---------------|
| Last Name | First | MI | Sex | Date of Birth |
| Home Phone | | Cell Phone | | Work Phone |
| Mailing Address: Street | | City | State | Zip |

Emergency Contact

Name: _____ Relationship: _____

Address: _____

Telephone number: _____ (Home) _____ (Work) _____ (Cell)

II. IMMUNIZATION HISTORY (Recommended, but not mandated by law)

| VACCINE Check appropriate box | Enter Month, Day, and Year Each Immunization DOSE Was Given | | | | |
|--|--|---|--|---|---|
| Diphtheria, Tetanus with Pertussis <input type="checkbox"/> Td <input type="checkbox"/> TdaP | 1 | 2 | 3 | 4 | 5 |
| Hepatitis B | 1 | 2 | 3 | | |
| Measles-Mumps-Rubella (MMR) | 1 | 2 | Rubella Serology/Date/Titer Mumps disease diagnosed by a physician: Date Measles Serology/Date/Titer | | |
| Varicella <input type="checkbox"/> Vaccine <input type="checkbox"/> Disease <input type="checkbox"/> Serology Date: Neg/Pos | 1 | 2 | | | |
| Influenza | 1 | 2 | 3 | | |

III. TUBERCULOSIS SKIN TEST RESULTS (Testing required per Regulations of the Department of Health)

| DATE GIVEN | SITE: LA / RA | GIVEN BY: | ANTIGEN NAME | MANUFACTURER / LOT # / EXP DATE | SIGNATURE |
|------------|------------------|-----------|-------------------|------------------------------------|-----------|
| | | | | | |
| DATE READ | RESULTS in MM | | READ BY SIGNATURE | | |
| | | | | | |

OR

IGRA TEST RESULTS

| DATE COLLECTED | TEST NAME (QFT-GIT, T-SPOT, etc) | POSITIVE | NEGATIVE | INDETERMINATE | QUANTITATIVE RESULT |
|----------------|----------------------------------|----------|----------|---------------|---------------------|
| | | | | | |

DATE TEST COMPLETED _____

SIGNATURE _____

Previously known/new positive reactors: _____

Chest X-ray: _____ Date: _____ Results: _____ Other: _____ Date: _____ Results: _____
 (Attach a copy of the report.) (Attach a copy of the report.)

Preventive Anti-Tuberculosis Chemotherapy ordered: No Yes Date: _____

IF SIGNIFICANT REACTION WAS REPORTED, THE PRIMARY CARE PROVIDER REPORT MUST STATE THAT THE APPLICANT IS CURRENTLY FREE FROM TUBERCULOSIS DISEASE.

IV. MEDICAL CONDITIONS (✓)

| | Yes | No | If Yes, Explain: |
|---------------------------------|--------------------------|--------------------------|------------------|
| Allergies | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Asthma | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Cardiac | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Chemical Dependency | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Drugs | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Alcohol | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Diabetes Mellitus | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Gastrointestinal Disorder | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Hearing Disorder | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Hypertension | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Neuromuscular Disorder | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Orthopedic Condition | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Respiratory Illness | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Seizure Disorder | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Skin Disorder | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Vision Disorder | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Other (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

V. PHYSICAL EXAMINATION (✓)

| | NORMAL | ABNORMAL | NOT EXAMINED | COMMENTS |
|-------------------------------|--------|----------|--------------|----------|
| Height (inches) | | | | |
| Weight (pounds) | | | | |
| Pulse | | | | |
| Blood Pressure | | | | |
| Hair/Scalp | | | | |
| Skin | | | | |
| Eyes – Visual Acuity: RL | | | | |
| Eyes – Color Vision | | | | |
| Ears – Hearing (dB) RL | | | | |
| Nose and Throat | | | | |
| Teeth and Gingiva | | | | |
| Lymph Glands | | | | |
| Heart – Murmur, etc... | | | | |
| Lungs – Adventitious Findings | | | | |

| | | | | |
|----------------------|--|--|--|--|
| Abdomen | | | | |
| Genitourinary | | | | |
| Neuromuscular System | | | | |
| Extremities | | | | |

Are there any special medical problems or chronic diseases which require restriction of activity, medication which might affect his/her work role? If so, specify

Are there any special equipment or accommodations needed to enable this person to perform their duties? If so, specify

Physician Name (Print) Signature of Examiner

Date

Physician Address

The statements and answers as recorded above are full, complete and true to the best of my knowledge and belief. I understand that any false or misleading statements may cause termination of my employment.

I authorize the physician or other person to disclose any knowledge or information pertaining to my health to the employing authority for whom this examination is performed.

Signature of Employee

Date