

Kim A. Barton
Supervisor of Elections
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352-374-5252

POLL WORKER APPLICATION

If interested in becoming a Poll Worker, please complete and return this form. (Please Print Clearly)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone# _____ Work Phone# _____ Other Phone# _____

Social Security # _____ Voter I.D. # _____ Voting Precinct: _____

E-Mail Address _____

HOW DO I QUALIFY TO BE A POLL WORKER?

1. Be a U.S. Citizen and registered to vote in Alachua County.
2. Be able to speak, read and write the English language.
3. Not be a candidate or an immediate family member of a candidate.
4. Have transportation to the polling place and poll worker school.
5. Be able to physically work from before 6:00 a.m. and until after the poll closes at 7:00 p.m.

WHAT ARE THE DUTIES AND RESPONSIBILITIES OF A POLL WORKER?

1. To administer the election process fairly and according to the law.
2. To open, set-up and close the polls.
3. To ensure only qualified voters are permitted to vote.
4. To give assistance when requested by the voter.
5. To attend Poll Worker School for training.

NOTE: Applicants with disabilities will be accommodated in the application process.

Will you require any special accommodations for employment? _____ **YES** _____ **NO**

IF APPOINTED, WHERE WOULD I WORK?

The Supervisor of Elections attempts to appoint workers to their home precinct. However, to meet the needs of the election, you may be appointed to a polling place other than your own.

I MEET THE QUALIFICATIONS FOR POLL WORKERS AS OUTLINED ABOVE.

Signature _____ Date _____

PAYROLL INFORMATION

The following information is required for payroll processing.

Date of Birth _____ Male Female Marital Status: Single Married

Check the race/ethnic group with which you identify:

- | | |
|--|---|
| White (not Hispanic) <input type="checkbox"/> | Black / African American (not Hispanic) <input type="checkbox"/> |
| Hispanic / Latino (any racial origin) <input type="checkbox"/> | American Indian / Alaskan Native <input type="checkbox"/> |
| Asian (not Hispanic) <input type="checkbox"/> | Native Hawaiian / Other Pacific Islander <input type="checkbox"/> |
| | Two or more racial groups <input type="checkbox"/> |

For Office Use Only

Add	Drop	Address	Name	Pay Rate	Other
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POLL WORKER APPLICATION QUESTIONNAIRE

Thank you for your interest in becoming a Poll Worker here in Alachua County. Please complete and return this form. (Please print clearly.)

1. How did you find out about being a Poll Worker?

2. What are your interests or past work experiences? (We will use this to help us determine which job may best suit you.)

3. Are you comfortable using a computer?

4. Have you worked as a Poll Worker before? If so, where and what position(s).

5. The following is a brief description for each position:

- a. ___ Clerk: Oversees each position at the polling place and responsible for all paper work. Picks up and drops off secure supplies. Contacts polling place and poll workers.
- b. ___ Asst. Clerk: Assists Clerk and takes over in Clerk's absence.
- c. ___ Ballot Scanner: Operates the ballot scanning equipment and uploads election results.
- d. ___ EVID Inspector: Verifies voters registration with the Electronic Voter Identification Unit and issues ballot.
- e. ___ Deputy: Greets all voters and maintains order outside the Polls.
- f. ___ Ballot Distributor: Distributes assigned ballot to voter.

6. Any other comments you would like to make?

Note: The Supervisor of Elections collects your Social Security Number for the following purposes:

- Identification and Verification
- Tax Reporting (i.e. W4)
- Unique Numeric Identifier in the personnel/payroll system

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POLL WORKER

2020 POLL WORKER INFORMATION AND AVAILABILITY

NAME _____

ADDRESS _____

ZIP _____

PHONE NUMBER(S) Please provide at least one local number. (Home) _____

(Work) _____ (Cell/Other) _____

Please rank the phone number at which you would prefer to be contacted:

Home ____, Work ____, Cell/Other ____.
(1st, 2nd and 3rd)

In order to assign you for training and to work an election, we must have a working E-Mail and phone number.

E-MAIL _____

VOTING PRECINCT # _____ WILLING TO WORK OTHER PRECINCT? _____

_____ I am not available for the 2020 election year, keep me on the list.

I want to be a poll worker and I am able to work:

_____ Tuesday, March 17, 2020, PPP and the City of Gainesville Election

_____ Tuesday, August 25, 2020, Primary Election

_____ Tuesday, November 3, 2020, General Election

Please indicate your availability to work Early Voting on the reverse side.

Please check which position(s) you would like to train for. Only choose one, Thank You!

Clerk (not for first time workers)

Assistant Clerk (not for first time workers)

- Ballot Scanner
- EVID Operator
- Ballot Distributor
- Deputy

Kim A. Barton

Supervisor of Elections

NAME _____

Early Voting

Early Voting Check-in requires that you are comfortable using a computer and are available for additional training on EVID Voter lookup equipment.

Early Voting Ballot Distribution may require you to stand for long periods of time and requires attention to detail and the ability to audit ballot usage.

I am available to work Early Voting as indicated below!

_____ I am able to work Early Voting March 7 - 14 for the PPP and City of Gainesville Election

_____ I am able to work Early Voting August 15 - 22 for the Primary Election

_____ I am able to work Early Voting October 19 - 31 for the General Election

Voting will fall within the ten day election period prior to the elections referenced above.

*Early voting dates are tentative and subject to change.

Please indicate any days of the week or specific dates that you are not available to work during the Early Voting periods listed above.

Are you proficient in a language other than English? If so, please indicate the language or languages below.

Form W-4 (2019)

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

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

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

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2019	
▶ Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.					
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."		
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)				Date ▶	
9 First date of employment			10 Employer identification number (EIN)		

income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line G. Other credits. You may be able to reduce the tax withheld from your paycheck if you expect to claim other tax credits, such as tax credits for education (see Pub. 970). If you do so, your paycheck will be larger, but the amount of any refund that you receive when you file your tax return will be smaller. Follow the instructions for Worksheet 1-6 in Pub. 505 if you want to reduce your withholding to take these credits into account. Enter “-0-” on lines E and F if you use Worksheet 1-6.

Deductions, Adjustments, and Additional Income Worksheet

Complete this worksheet to determine if you’re able to reduce the tax withheld from your paycheck to account for your itemized deductions and other adjustments to income, such as IRA contributions. If you do so, your refund at the end of the year will be smaller, but your paycheck will be larger. You’re not required to complete this worksheet or reduce your withholding if you don’t wish to do so.

You can also use this worksheet to figure out how much to increase the tax withheld from your paycheck if you have a large amount of nonwage income not subject to withholding, such as interest or dividends.

Another option is to take these items into account and make your withholding more accurate by using the calculator at www.irs.gov/W4App. If you use the calculator, you don’t need to complete any of the worksheets for Form W-4.

Two-Earners/Multiple Jobs Worksheet

Complete this worksheet if you have more than one job at a time or are married filing jointly and have a working spouse. If you

don’t complete this worksheet, you might have too little tax withheld. If so, you will owe tax when you file your tax return and might be subject to a penalty.

Figure the total number of allowances you’re entitled to claim and any additional amount of tax to withhold on all jobs using worksheets from only one Form W-4. Claim all allowances on the W-4 that you or your spouse file for the highest paying job in your family and claim zero allowances on Forms W-4 filed for all other jobs. For example, if you earn \$60,000 per year and your spouse earns \$20,000, you should complete the worksheets to determine what to enter on lines 5 and 6 of your Form W-4, and your spouse should enter zero (“-0-”) on lines 5 and 6 of his or her Form W-4. See Pub. 505 for details.

Another option is to use the calculator at www.irs.gov/W4App to make your withholding more accurate.

Tip: If you have a working spouse and your incomes are similar, you can check the “Married, but withhold at higher Single rate” box instead of using this worksheet. If you choose this option, then each spouse should fill out the Personal Allowances Worksheet and check the “Married, but withhold at higher Single rate” box on Form W-4, but only one spouse should claim any allowances for credits or fill out the Deductions, Adjustments, and Additional Income Worksheet.

Instructions for Employer

Employees, do not complete box 8, 9, or 10. Your employer will complete these boxes if necessary.

New hire reporting. Employers are required by law to report new employees to a designated State Directory of New Hires. Employers may use Form W-4, boxes 8, 9,

and 10 to comply with the new hire reporting requirement for a newly hired employee. A newly hired employee is an employee who hasn’t previously been employed by the employer, or who was previously employed by the employer but has been separated from such prior employment for at least 60 consecutive days. Employers should contact the appropriate State Directory of New Hires to find out how to submit a copy of the completed Form W-4. For information and links to each designated State Directory of New Hires (including for U.S. territories), go to www.acf.hhs.gov/css/employers.

If an employer is sending a copy of Form W-4 to a designated State Directory of New Hires to comply with the new hire reporting requirement for a newly hired employee, complete boxes 8, 9, and 10 as follows.

Box 8. Enter the employer’s name and address. If the employer is sending a copy of this form to a State Directory of New Hires, enter the address where child support agencies should send income withholding orders.

Box 9. If the employer is sending a copy of this form to a State Directory of New Hires, enter the employee’s first date of employment, which is the date services for payment were first performed by the employee. If the employer rehired the employee after the employee had been separated from the employer’s service for at least 60 days, enter the rehire date.

Box 10. Enter the employer’s employer identification number (EIN).