

All forms and information must be submitted to the Fort Payne City Schools Payroll Department after being appointed at the Board meeting for registration into PowerSchool for class management, NextGen for payroll, Frontline for attendance and other accounts as applicable.

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### Step 1: Each employee must be E-verified thru USCIS

Include a copy of the front and back of your driver's license and social security card.

If you use another form of ID for this form, please attach a copy of that as well.

FORM A4  
REV. 2006

ALABAMA DEPARTMENT OF REVENUE  
50 North Ripley Street • Montgomery, AL 36104 • InfoLine (334) 242-1300  
www.revenue.alabama.gov

Employee's Withholding Tax Exemption Certificate

Every employee, on or before the date of commencement of employment, shall furnish his or her employer with a signed Alabama withholding exemption certificate relating to the number of withholding exemptions which he or she claims, which in no event shall exceed the number to which the employee is entitled. In the event the employee inflates the number of exemptions allowed by this Chapter on Form A4, the employee shall pay a penalty of five hundred dollars (\$500) for such action pursuant to Section 40-20-75.

Part I - To be completed by the employee

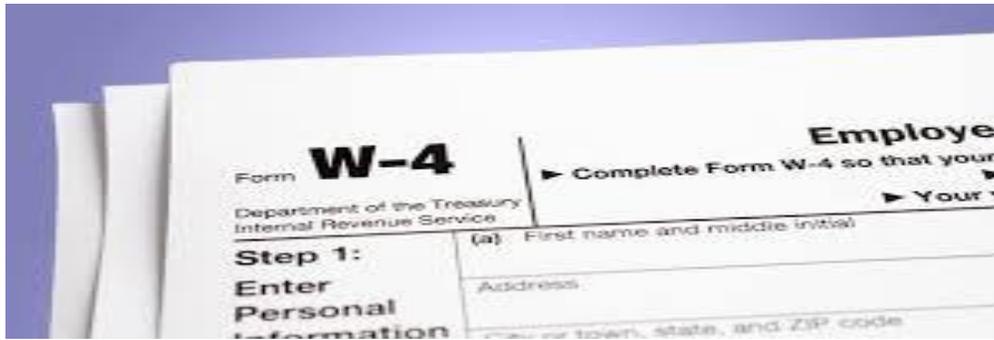
EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE SOCIAL SECURITY NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Reset Form

### Step 2: A4 ~ Alabama Tax Withholdings

This form must be completed and on file with our payroll department. Changes can be made to this form at any time. If you have questions regarding your withholding, please check with your tax advisor or CPA.



### Step 3: W4 ~ Federal Tax Withholdings

This form must also be on file with our payroll department.

Changes can be made to this form at any time. If you have questions regarding your withholding, please check with your tax advisor or CPA.

In 2020 the IRS created a new W4. Sometimes it can be challenging to understand or know exactly how to mark withholdings.

The following article may assist in answering questions you have: [Understanding how to fill out your W4](#)

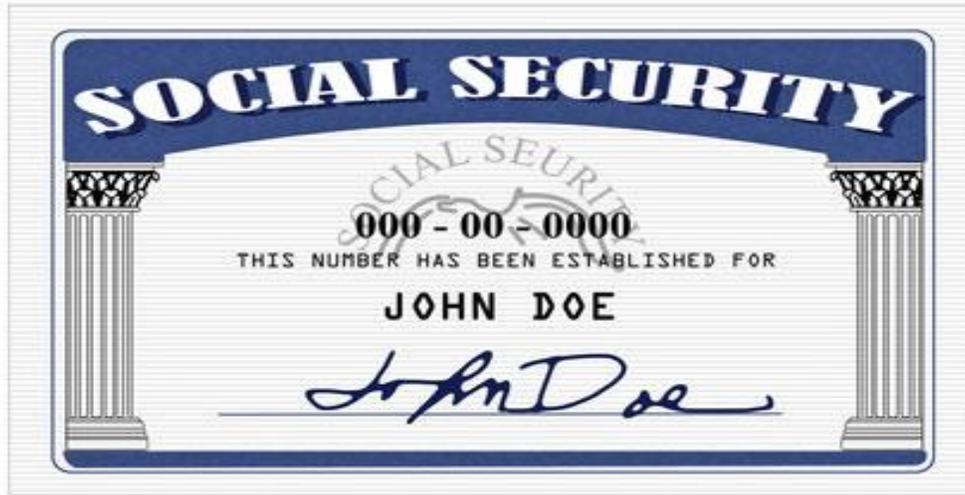


Having your payroll funds sent to your banking account via direct deposit is the best way to go!

### Step 4: Please complete the Fort Payne City Schools [Direct Deposit Form](#)

Attach a copy of a voided check, letter from your bank

or if the account is an online account, the direct deposit authorization form found online with your banking vendor.



Step 5: We must have a copy of your social security card on file.



If applicable, Step 6: Do you have an AIM account with the ALSDE created?

Direction for [Creating an AIM account](#)

If you have not been a recent employee of a public-school system or as an active sub, you must have fingerprints on file within the last 365 days with the ALSDE.

If applicable, Step 7: Registration for a criminal background check/fingerprints thru ALSDE: [Fingerprint Registration](#)



If applicable, Step 8: [Verification of Educational Experience](#)



If applicable, Step 9 - have your former system transfer any available sick leave to the [Payroll Department](#).