How to complete and make changes on Payroll Documents

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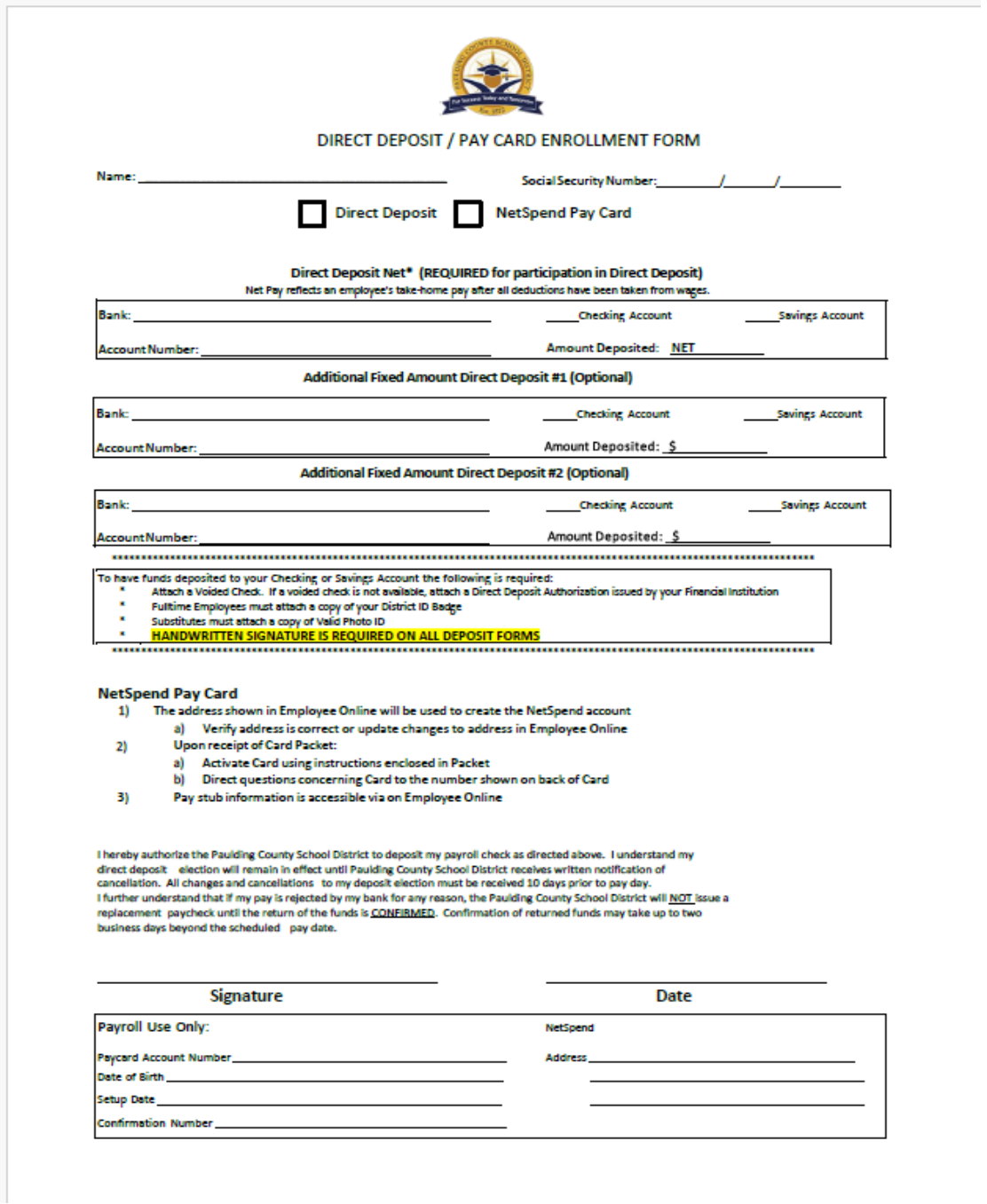
- Direct Deposit
- Tax Forms
- Payroll Changes



Direct Deposit Form

- Be sure to complete the Paulding County direct deposit form (located under Available Forms tab in Talent Ed)
-Form requires hand signature and dated
- Be sure that the account number listed on the Paulding County form matches the account number from the voided check/bank authorization form
-Be sure to upload a copy of your driver's license or District ID Badge

All of these must be uploaded in order to participate in direct deposit



DIRECT DEPOSIT / PAY CARD ENROLLMENT FORM

Name: _____ Social Security Number: ____/____/____

☐ Direct Deposit ☐ NetSpend Pay Card

Direct Deposit Net* (REQUIRED for participation in Direct Deposit)

Net Pay reflects an employee's take-home pay after all deductions have been taken from wages.

Bank: _____ ____Checking Account ____Savings Account

Account Number: _____ Amount Deposited: NET

Additional Fixed Amount Direct Deposit #1 (Optional)

Bank: _____ ____Checking Account ____Savings Account

Account Number: _____ Amount Deposited: $ _____

Additional Fixed Amount Direct Deposit #2 (Optional)

Bank: _____ ____Checking Account ____Savings Account

Account Number: _____ Amount Deposited: $ _____

To have funds deposited to your Checking or Savings Account the following is required:

- Attach a Voided Check. If a voided check is not available, attach a Direct Deposit Authorization issued by your Financial Institution
- Fulltime Employees must attach a copy of your District ID Badge
- Substitutes must attach a copy of Valid Photo ID
- HANDWRITTEN SIGNATURE IS REQUIRED ON ALL DEPOSIT FORMS

NetSpend Pay Card

1) The address shown in Employee Online will be used to create the NetSpend account
   a) Verify address is correct or update changes to address in Employee Online
2) Upon receipt of Card Packet:
   a) Activate Card using instructions enclosed in Packet
   b) Direct questions concerning Card to the number shown on back of Card
3) Pay stub information is accessible via on Employee Online

I hereby authorize the Paulding County School District to deposit my payroll check as directed above. I understand my direct deposit election will remain in effect until Paulding County School District receives written notification of cancellation. All changes and cancellations to my deposit election must be received 10 days prior to pay day. I further understand that if my pay is rejected by my bank for any reason, the Paulding County School District will NOT issue a replacement paycheck until the return of the funds is CONFIRMED. Confirmation of returned funds may take up to two business days beyond the scheduled pay date.

_____ Signature _____ Date

Payroll Use Only:

Paycard Account Number _____

Date of Birth _____

Setup Date _____

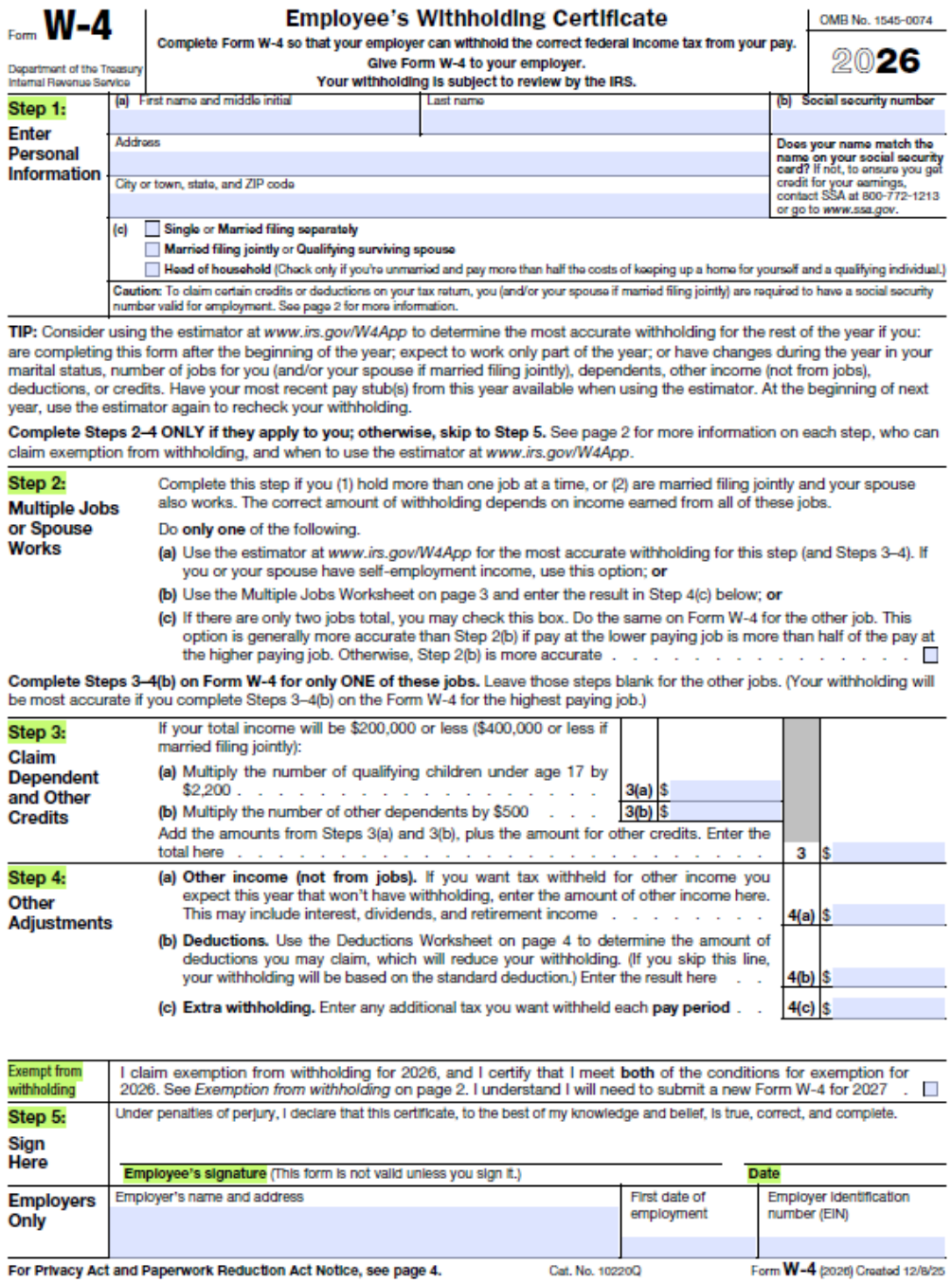
Confirmation Number _____

NetSpend

Address _____

Federal Tax Form

- Be sure to complete Step 1 boxes (a) (b) (c)
- Be sure to read Step 2 to determine if you should check the box in (c) or leave it blank
- Step 3 & 4 are optional
- Be sure to add your handwritten signature in Step 5
- If you want to file exempt for Federal taxes, do not complete Step 1 (c), simply write the word "exempt" at the bottom of the form



Form **W-4**

Department of the Treasury
Internal Revenue Service

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.

OMB No. 1545-0074

2026

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) ☐ **Single** or **Married filing separately**
☐ **Married filing jointly** or **Qualifying surviving spouse**
☐ **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.)

Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.

TIP: Consider using the estimator at *www.irs.gov/W4App* to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

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: Multiple Jobs or Spouse Works

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.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for the 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 Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(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):

(a) Multiply the number of qualifying children under age 17 by $2,200 . . . . . 3(a) $

(b) Multiply the number of other dependents by $500 . . . 3(b) $

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . . 3 $

Step 4: 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. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . 4(b) $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . . 4(c) $

Exempt from withholding

I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 . ☐

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)

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2026) Created 12/8/25

State Tax Form

- Be sure to complete #1 a & b

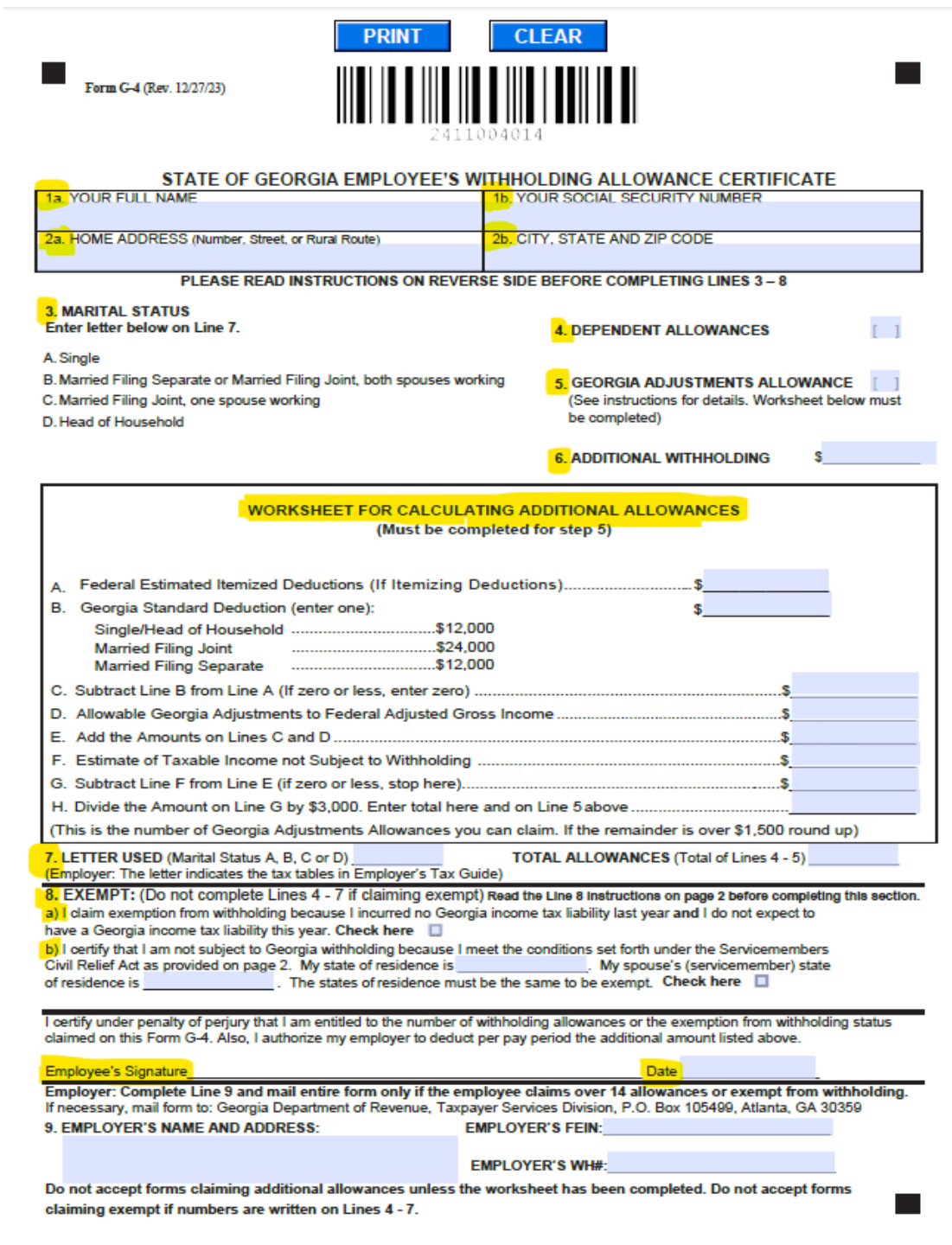
- Be sure to complete #2 a & b

-Add your Marital Status from #3 (A. Single, B. Married Filing Separate or Married Filing Joint, both spouses working, C. Married Filing Joint, one spouse working or D. Head of Household) into box #7 using a letter and total number of allowances from lines 4-5

- Box 6 is optional

-If you wish to file "exempt" please check the box in #8 to complete a) or b)

- Be sure to add your handwritten signature & date



PRINT CLEAR

Form G-4 (Rev. 12/27/23)

2411004014

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME	1b. YOUR SOCIAL SECURITY NUMBER
2a. HOME ADDRESS (Number, Street, or Rural Route)	2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 – 8

3. MARITAL STATUS
Enter letter below on Line 7.

A. Single
B. Married Filing Separate or Married Filing Joint, both spouses working
C. Married Filing Joint, one spouse working
D. Head of Household

4. DEPENDENT ALLOWANCES [ ]

5. GEORGIA ADJUSTMENTS ALLOWANCE [ ]
(See instructions for details. Worksheet below must be completed)

6. ADDITIONAL WITHHOLDING $

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed for step 5)

A. Federal Estimated Itemized Deductions (If Itemizing Deductions) ..... $
B. Georgia Standard Deduction (enter one): $
Single/Head of Household $12,000
Married Filing Joint $24,000
Married Filing Separate $12,000
C. Subtract Line B from Line A (If zero or less, enter zero) ..... $
D. Allowable Georgia Adjustments to Federal Adjusted Gross Income ..... $
E. Add the Amounts on Lines C and D ..... $
F. Estimate of Taxable Income not Subject to Withholding ..... $
G. Subtract Line F from Line E (if zero or less, stop here) ..... $
H. Divide the Amount on Line G by $3,000. Enter total here and on Line 5 above .....
(This is the number of Georgia Adjustments Allowances you can claim. If the remainder is over $1,500 round up)

7. LETTER USED (Marital Status A, B, C or D) _____ **TOTAL ALLOWANCES** (Total of Lines 4 - 5) _____
(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 4 - 7 if claiming exempt) **Read the Line 8 instructions on page 2 before completing this section.**
a) I claim exemption from withholding because I incurred no Georgia income tax liability last year **and** I do not expect to have a Georgia income tax liability this year. **Check here** ☐
b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is _____. My spouse's (servicemember) state of residence is _____. The states of residence must be the same to be exempt. **Check here** ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature _____ Date _____

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding.
If necessary, mail form to: Georgia Department of Revenue, Taxpayer Services Division, P.O. Box 105499, Atlanta, GA 30359

9. EMPLOYER'S NAME AND ADDRESS: **EMPLOYER'S FEIN:** _____

EMPLOYER'S WH#: _____

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 4 - 7.

CHANGES

(after new hire paperwork has been completed)

01

Log into Talent Ed

02

Select what type of change you need to make:

-Change Direct Deposit

-Change W-4 Tax Form

-Change G-4 Tax Form

03

Upload all required documentation

04

If more required action is needed, you will be notified through Talent Ed to make this change

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