



# RETURNING EMPLOYEE ORIENTATION PACKET

## ATTENTION RETURNING EMPLOYEE

The following are instructions that will assist you in filling out the required returning employee paperwork in this packet. Please print the packet and complete the forms ensuring that your signature is completed in all required areas. You should only return the pages indicated below.

**RETURNING EMPLOYEE INFORMATION UPDATES** – Complete in full, sign and date.

**DRIVING & CRIMINAL BACKGROUND CHECK** – Complete in full, sign and date.

**EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE (FEDERAL W-4)**

- Complete name, address, city, state, zip, Social Security Number, and filing status.
- Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.
- Sign and date.

**ILLINOIS WITHHOLDING ALLOWANCE CERTIFICATE (IL-W-4)**

- Complete Social Security Number, name, address, city, state, and zip.
- Write in your total allowance you are claiming on line 1.
- Sign and date.

**Please complete all forms and return to your supervisor.**



# Returning Employee Info Updates

Employee \_\_\_\_\_

Department \_\_\_\_\_

Supervisor \_\_\_\_\_

Choose the correct response below for each item. If any of the below information has changed, please request the proper forms from HR:

	YES	NO
Legal Name		
Address		
Phone Number		
Emergency Contacts		
Direct Deposit Info		

You may contact Tara Asheg [tasheg@decparcs.com](mailto:tasheg@decparcs.com) or Brei Mercado [bmercado@decparcs.com](mailto:bmercado@decparcs.com) for any forms needing updated.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



# Driving & Criminal Background Check

I understand that a successful driving and criminal background check is a condition of employment or volunteering with the Decatur Park District.

I consent to the Decatur Park District obtaining my criminal conviction history from the Illinois State Police and/or FBI, and my driving record through the Secretary of State's office.

I understand I will be provided a copy of the criminal background check if any convictions are reported and my duty under the law to notify the Decatur Park District within 7 working days if the information is inaccurate or incomplete.

I understand that a poor driving record may disqualify me from employment or operating Park District vehicles as part of my employment.

I hereby fully release and discharge the Decatur Park District, its officers, agents and employees, from any and all claims for damages which may arise from participating in or as a result of the criminal background check, except for willful and wanton conduct.

## PLEASE PRINT

Last Name	First Name	Middle Name	Maiden Last Name
Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number	Race

Driver's License Number	Driver's License State	Driver's License Class	Expiration Date
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I have read and fully understand this release form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS PAGE WITH YOUR PAPERWORK**



# 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.

# 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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
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.)		
<b>Caution:</b> 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](http://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](http://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](http://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 . . . . .		<b>3</b>	\$

### Step 4: Other Adjustments

(a) <b>Other income (not from jobs).</b> 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) <b>Deductions.</b> 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) <b>Extra withholding.</b> 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)
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