

Instructions for Workshop Leader

Use these slides (in order) with the sections of your session outline.

Welcome and Overview (Slides 2-4)

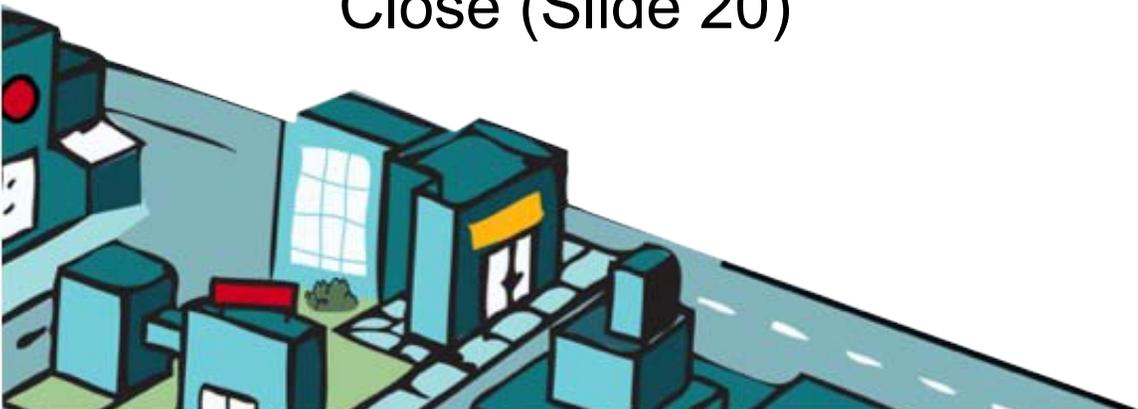
Activity (Slides 5-7)

Present (Slides 8-12)

Discuss (Slide 13)

Review and Evaluate (Slides 14-19)

Close (Slide 20)





Earn Well

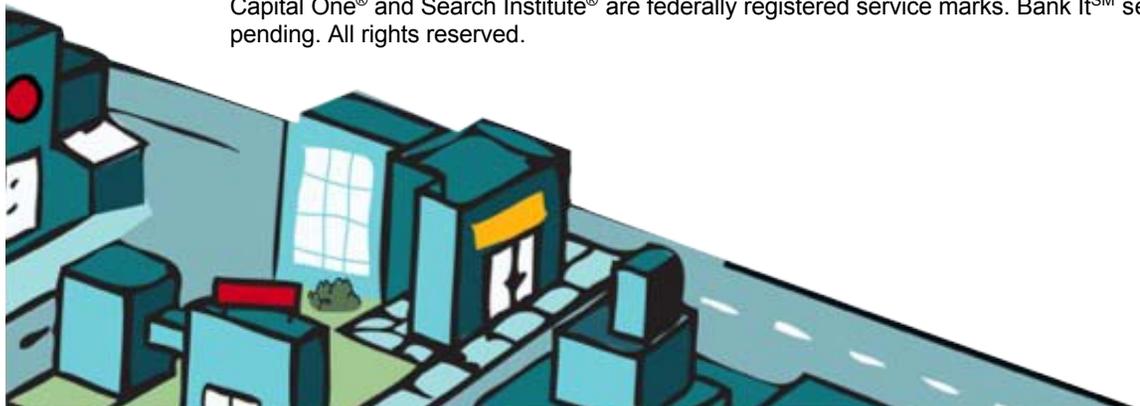
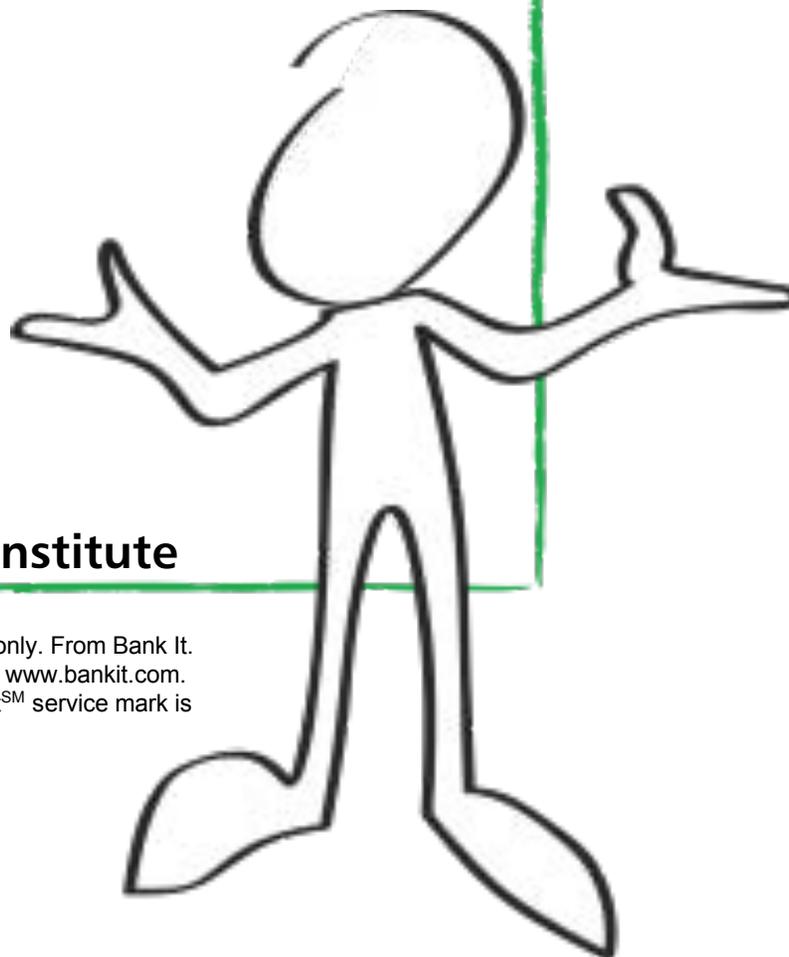
Welcome to Bank It

**Helping Your Teenager
Apply for a Job**

3-EA-PT

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Welcome and Overview

What is Bank It?

Bank It delivers real-world topics and tools to help you:

- Understand,
- Talk about, and
- Manage your money.

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Welcome and Overview

Three goals for today:

1. Identify what an I-9 is.
2. Name at least one factor that affects take-home pay.
3. Identify what a W-2 is.



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Activity

Role-Play a Script



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Activity

How do teenagers find jobs?



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Present

What can help a teenager get a job if he or she has no work experience?



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Present

Four major forms for employment:

1. Job application
2. W-4 form
3. I-9 form
4. W-2 form



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Present

W-4 form



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Present

I-9 form



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Present

Four major taxes that impact take-home pay:

1. Federal income tax
2. State income tax
3. Medicare
4. Social security or OASDI



Present

W-2 form



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Discuss

Turn to talk to someone near you.

1. Say your first name.
2. What do you think of teenagers working for pay?



Review and Evaluate

What is a W-4?

The W-4 form is a tax form that tells your employer how much tax to withhold from your paycheck.



Review and Evaluate

What information do you need to complete a W-4 form?

1. Your full legal name
2. Your full address
3. Your social security number
4. The number of allowances you claim



Review and Evaluate

What is an I-9 form?

Form I-9 is used to verify that you are eligible to work.



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Review and Evaluate

What information do you need to complete an I-9 form?

1. Your full legal name
2. Your full address
3. Your social security number
4. Your date of birth
5. Documentation to prove that you can work in the United States



Review and Evaluate

Which factors affect take-home pay?

1. Federal income taxes
2. State income taxes
3. Medicare
4. Social Security



Review and Evaluate

What is a W-2?

A W-2 is a federal tax form that states how much your employer paid you during the calendar year.



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Close

There is a good job for your teenager.



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