



City of Ann Arbor Student Election Inspector Program

The City of Ann Arbor recruits student election inspectors in good academic standing to work at the polls on Election Day– on a first trained, first hired basis. The program is open to all high school students who are at least 16-years old.

The pay rate for Student Election Inspectors is \$18.00/hour.

Working on Election Day:

Poll Workers can be assigned to any of the City's 47 precincts. They work from 6:00 a.m. to approximately 10 p.m. (*with two one-hour paid breaks!*) to set up for the day, process voters, then pack up and close the polls.

To order to work on Election Day, as a paid election inspector for the City of Ann Arbor, you must:

- be a U.S. citizen
- be at least 16-years old by Election Day
- complete the steps below:

Steps to Become a Student Election Inspector

1. Complete the Student Election Inspector Application
2. Complete the Permission to Work Form. Electronic signatures are not accepted.
3. Complete the **Federal W-4** and **Michigan W-4** forms.
4. Email the following to recruiters@a2gov.org
 - Your first name, last name, and phone number
 - Completed Student Election Inspector Application
 - Completed Permission to Work Form
 - Completed Federal W-4 and Michigan W-4

The mandatory paid trainings will take place at the City of Ann Arbor Election Headquarters located at 3021 Miller Rd., Ann Arbor.

Students will receive an emailed confirmation of application receipt and information about signing up for training.

Please email recruiters@a2gov.org with questions.

STUDENT ELECTION INSPECTOR PROGRAM

Permission to Work Form

_____ has my permission to work the _____
(Print Name of Student) (insert date of election)
for the Ann Arbor City Clerk's Office.

- I understand that students (*under 18 years old*) will be assigned to polling places in the City of Ann Arbor from 6:00AM until no later than 10:00PM (*full day shift*).
- I understand that the *City of Ann Arbor Election Commission* will determine which precinct a student will be assigned to work and that students will accept to work at any polling precinct assignment within the City of Ann Arbor.
- I understand the *Ann Arbor Public Schools* will allow students (*under 18 years old*) to work at the polls for a full day shift with Parent/Guardian permission.
- I understand that students (*under 18 years old*) will be given lunch break from 11:00AM to 12:00PM and dinner break from 5:00PM to 6:00PM on Election Day.
- I further understand that students given permission to work at the polls during the February 27, 2024 Presidential Primary Election MUST attend school the following day on February 28th.
- I understand that this permission form must be completed in full and returned to the Clerk's Office or emailed to recruiters@a2gov.org no later than February 1st, 2024

STUDENT SIGNATURE DATE

PARENT/GUARDIAN SIGNATURE DATE

ANN ARBOR PUBLIC SCHOOLS (or school attending) SIGNATURE DATE



STUDENT ELECTION INSPECTOR APPLICATION

Return to: Ann Arbor City Clerk's Office, 2nd Floor, 301 E. Huron St., Ann Arbor, MI 48104 or Recruiters@a2gov.org

(Must be completed in your own handwriting in ink. Any false statements made on this application will disqualify the applicant. If you change your political party preference, you must complete a new election inspector application. Please print legibly.)

Last Name _____ First _____ Middle _____

Social Security # _____ Michigan Driver's License or Michigan Personal ID # _____

Street Address _____ Home Phone # _____

City, State, Zip _____ Cell Phone # _____

Email Address _____ Work Phone # _____

Registered to Vote in City of: _____ of _____ in Ward: _____ Precinct: _____
(please check one) Township

County of: _____ Date of Birth: ____/____/____

EDUCATIONAL BACKGROUND

Name of High School	Highest Grade completed	When did you attend?	Did you receive Diploma?
Name of College/University	Major/Concentration	When did you attend?	What Degree received?
Name of Post College	Field	When did you attend?	What Degree received?

EMPLOYMENT BACKGROUND

Current/Last Employer	City/State	Title	Start Date (MM/YY)	End Date (MM/YY)	Full- or Part-time:
Duties		Reason for leaving, if applicable			
Prior Employer	City/State	Title	Start Date (MM/YY)	End Date (MM/YY)	Full- or Part-time:
Duties		Reason for leaving			

Do you have any experience as an election inspector (not challenger or poll watcher). If yes, state name of jurisdiction and approximately what year(s).

OVER →

- 1) Have you ever been convicted of a felony or election crime? YES NO
- 2) By state law, we need to appoint inspectors with different political party preferences at each polling place. Please check your party preference to be eligible for appointment (*check only one*):
 Republican Democratic Libertarian U.S. Taxpayers Green Natural Law Working Class
- 3) Do you own a motor vehicle? YES NO*
 *If no, how will you get to the precinct by 6AM? _____
- 4) Election inspectors are paid for 2 one-hour breaks on Election Day. Will you work Election Day from 6 AM to about 10 PM? YES NO*
 *If no, we appreciate your interest but will be unable to utilize you at elections for the City of Ann Arbor.
- 5) Chairpersons receive the same training as regular election workers but must attend a one-hour meeting (*in the evening*) about a week before an election and then bring the precinct packet to the polling site on Election Day. At the precinct, all persons are equally responsible. The Chairperson is not a boss but is paid more than the other regular election workers. Would you consider being a chairperson? YES NO
- 6) Are you willing to work at any City of Ann Arbor polling precinct? YES NO*
 *If no, it is unlikely that we will be able to utilize you at elections for the City of Ann Arbor.
- 7) Floaters (must be willing to work at any precinct, #6, and must have own transportation, #3) are election workers who are initially assigned to work at a particular precinct but can be transferred to any City precinct on Election Day because of emergencies. Floaters get compensated more than regular election workers. Are you willing to be a floater? YES NO
- 8) Who referred you? [*radio; tv; newspaper; friend (please name); prior experience; etc.*] _____

I CERTIFY THAT I am not a member or a known active advocate* of a political party other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge and belief.

Signature of Applicant

Date

* A "known active advocate" of another political party is defined to mean a person who (1) is a delegate to the convention or an officer of another party; (2) is affiliated with another party through an elected or appointed government position; or (3) has made documented public statements specifically supporting by name another political party or its candidates in the same calendar year as the election at which the person will serve as an election inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

If you are appointed as an election official [*election inspector, election worker, poll worker are all the same*] for an election and you accept the appointment – whether in writing or orally – you are required by Michigan state law to fulfill your work commitment for that election except in the event of an emergency. You will be required to provide written documentation verifying this emergency.

An individual who accepts an appointment as an inspector of election shall not fail to report at the polling place designated on election morning at the time specified by the board of election commissioners. A person who violates this subdivision is guilty of a misdemeanor. MCL 168.931 (1)(g)

I understand that Michigan state law provides for a fine and/or imprisonment which may be imposed against me if I fail to fulfill my commitment to work at an election.

Signature of Applicant

Date

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.**

2020

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) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <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.)		

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, when to use the online estimator, and privacy.

Step 2: 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.

Multiple Jobs or Spouse Works

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

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 Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here		
		3	\$
Step 4 (optional): 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. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

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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MI-W4

(Rev. 11-19)

EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE STATE OF MICHIGAN - DEPARTMENT OF TREASURY

This certificate is for Michigan income tax withholding purposes only. You must file a revised form within 10 days if your exemptions decrease or your residency status changes from nonresident to resident. Read instructions below before completing this form.

Issued under P.A. 281 of 1967.

			▶ 1. Social Security Number	▶ 2. Date of Birth
▶ 3. Type or Print Your First Name, Middle Initial and Last Name			4. Driver's License Number or State ID	
Home Address (No., Street, P.O. Box or Rural Route)			▶ 5. Are you a new employee?	
City or Town			<input type="checkbox"/> Yes If Yes, enter date of hire <input type="checkbox"/> No	
State			ZIP Code	
6. Enter the number of personal and dependent exemptions you are claiming			▶ 6. <input style="width:50px;" type="text"/>	
7. Additional amount you want deducted from each pay (if employer agrees)			7. \$ <input style="width:50px;" type="text"/> .00	
8. I claim exemption from withholding because (does not apply to nonresident members of flow-through entities - see instructions): a. <input type="checkbox"/> A Michigan income tax liability is not expected this year. b. <input type="checkbox"/> Wages are exempt from withholding. Explain: _____ c. <input type="checkbox"/> Permanent home (domicile) is located in the following Renaissance Zone: _____				
EMPLOYEE: If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records.			<i>Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I anticipate that I will not incur a Michigan income tax liability for this year.</i>	
			9. Employee's Signature _____ ▶ Date _____	
INSTRUCTIONS TO EMPLOYER: Employers must report all new hires to the State of Michigan. Keep a copy of this certificate with your records. If the employee claims 10 or more personal and dependent exemptions or claims a status exempting the employee from withholding, you must file their original MI-W4 form with the Michigan Department of Treasury. Mail to: New Hire Operations Center, P.O. Box 85010; Lansing, MI 48908-5010.			10. Employer's Name, Address, Phone No. and Name of Contact Person _____ _____ _____	
			▶ 11. Federal Employer Identification Number <input style="width:150px; height:20px;" type="text"/>	

INSTRUCTIONS TO EMPLOYEE

You must submit a Michigan withholding exemption certificate (form MI-W4) to your employer on or before the date that employment begins. If you fail or refuse to submit this certificate, your employer must withhold tax from your compensation without allowance for any exemptions. Your employer is required to notify the Michigan Department of Treasury if you have claimed 10 or more personal and dependent exemptions or claimed a status which exempts you from withholding.

You MUST file a new MI-W4 within 10 days if your residency status changes or if your exemptions decrease because: a) your spouse, for whom you have been claiming an exemption, is divorced or legally separated from you or claims his/her own exemption(s) on a separate certificate, or b) a dependent must be dropped for federal purposes.

Line 5: If you check "Yes," enter your date of hire (mo/day/year).

Line 6: Personal and dependent exemptions. The total number of exemptions you claim on the MI-W4 may not exceed the number of exemptions you are entitled to claim when you file your Michigan individual income tax return.

If you are married and you and your spouse are both employed, you both may not claim the same exemptions with each of your employers.

If you hold more than one job, you may not claim the same exemptions with more than one employer. If you claim the same exemptions at more than one job, your tax will be under withheld.

Line 7: You may designate additional withholding if you expect to owe more than the amount withheld.

Line 8: You may claim exemption from Michigan income tax withholding ONLY if you do not anticipate a Michigan income tax liability for the current year because all of the following exist: a) your employment is less than full time, b) your personal and dependent exemption allowance exceeds your annual compensation, c) you claimed exemption from federal withholding, d) you did not incur a Michigan income tax liability for the previous year. You may also claim exemption if your permanent home (domicile) is located in a Renaissance Zone, you are a non-resident spouse of military personnel stationed in Michigan, or you are a member of a Native American tribe that has a tax agreement with the State of Michigan and whose principal place of residence is within the designated agreement area. Members of flow-through entities may not claim exemption from nonresident flow-through withholding. For more information on Renaissance Zones call (517) 636-4486. Full-time students that do not satisfy all of the above requirements cannot claim exempt status.