



America's First Choice
Nursing Staffing LLP
4205 W 86th Street. Suite L.
Indianapolis.
46268. IN

E: afcHR@afcstaffing.com
Office: +1 (317) 744 9603
Cell: +1 (317) 998 3878

JOB DESCRIPTION **CERTIFIED NURSING ASSISTANT**

NAME: _____ **DATE:** _____

SUMMARY OF POSITION FUNCTIONS

The CNA provides nursing and nursing related services to residents consistent with each resident's comprehensive assessment and plan of care. The CNA maintains a homelike environment for the residents, protects and promotes resident rights, and assists the resident to maintain independence and control to the greatest extent possible.

ESSENTIAL POSITION FUNCTIONS

- CNA provides direct care to residents in accordance to the resident's plan of care. When unsure of assignment, procedure, or situation, then CNA seeks nurse assistance.
- CNA receives and completes all patients care assignment and other activities assigned by Nurse in a timely manner.
- CNA provides care in a compassionate, quality manner with kindness, respect, and dignity.
- CNA participates in quality improvement of environment by maintenance of a clean and homelike environment.
- CNA provides activities of daily living (ADLs) to residents including bathing, grooming, dressing, mobility, transferring, and feeding by providing necessary assistance needed as stated below:
- **Bathing** – Assists transporting residents to tub or shower, adjusts water temperature, washes/rinses resident, and dries body thoroughly with clean towels while maintaining privacy for resident at all times. Gives complete bath at frequency stated in the Nursing Care Policies. Gives bath as necessary to each resident when bed linen and/or clothing is wet or soiled. Provides extra care to the skin of incontinent residents, and those who have been sitting in chairs for periods of time.



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- Dressing – Locates, selects, and obtains clothing for resident. Assists residents with snaps, zippers, and buttons after donning clothes or removing them. Recognizes clothing in need of repair and communicate clothing needs to resident and to Nurse.
- Elimination/Toileting – Promptly assists resident to bathroom according to toileting schedule or promptly brings clean bedpan or urinal. Opens, removes clothing in preparation, cleans resident if resident is unable to clean self, adjusts clothing, cleans residents' and own hands. Measures and records output as directed by Nurse and plan of care. Provides catheter according to community procedure and infection control policies.
- Mobility- Assists resident or provides range of motion exercises to all joints. Provides weight-bearing assistance or physical support for ambulating. Pushes wheel chair if need. Maintains safe environment for mobile resident by removing obstacles, inspecting equipment, and reporting defects to Nurse. Monitors resident progress toward treatment goals and reports responses to Nurse.
- Transfer- Positions resident for transfer. Uses correct body mechanics and transfer technique and equipment according to plan of care, resident ability, and self-ability. Obtains assistance of another staff member if needed before starting to transfer a resident.
- Eating – Provides set-up assistance for meal tray. Opens, pours, unwraps, and cuts food if resident is unable to help self. If indicated, actively encourages residents to chew, eat, and swallow. Socializes with resident during mealtimes. Assists or cleans resident after meals. Serves nourishment and snacks as ordered. Documents and reports fluid intake and output accurately. Prepares resident for meals including washing face and hands, repositioning, and applying a bib as instructed. Reports any change in resident's appetite to Charge Nurse.
- Grooming – Shaves, trims, shampoos, and combs hair of residents as instructed. Cleans and soaks finger and toe nails (as instructed) before trimming. Assists patients with oral hygiene as instructed.
- CNA promotes resident rights, dignity, privacy, confidentiality, self-determination and active participation. Offers and respects resident requests others. Handles all resident property with respect.



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- Immediately reports to Charge Nurse, unusual occurrences, significant changes in resident's physical or behavioral condition, patterns of decreased social interaction, behaviors, and refusal of care.
- CNA help with the planning, implementation, and evaluation of plans of care for assigned residents and reports information about conditions, responses to interventions and suggestions for alternative approaches to the Nurse.
- Uses personal protective equipment properly whenever indicated.
- Records accurate, legible information about resident care, conditions, and observations made in appropriate sections of resident records.
- Regularly communicates throughout shift with Nurse about assignments
- Monitors physical environment for safety or fire hazards, malfunctioning equipment including call lights, and corrects or reports potential problems to housekeeping and maintenance immediately and to Nurse.
- Immediately reports injury to Nurse.
- Participates in fire and disaster drills, and responds accordingly incase of emergency.
- Reports to Nurse at the beginning and end of each shift and during breaks.
- Performs duties in the way in which he/she has been trained, directed and approved by supervisor.
- Observes all infection control procedures
- Cleans and stores equipment and personal care items, and maintain a clean and safe environment.
- Passes clean water pitchers as scheduled providing each resident with an individual pitcher with a lid, adhering to any diet restrictions.
- Answer call light (within 5 minutes of first ring) and treats each light as an emergency until answered.



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- Performs range of motion to patients as instructed.
- Complies with the facility's privacy and confidentiality practices and procedures related to resident and employee records and all state/federal privacy laws as outlined.
- Keeps utility and storage rooms in clean and orderly condition.
- Empties wastebaskets and transports to disposal area.
- Uses personal protective equipment when at risk of exposure to blood or other potentially hazardous body fluids.
- Complies with all safety instructions and procedures when using chemicals substance. Refers to labels and Material Safety Data Sheets for instructions. Keeps all chemicals and cleaning supplies in their original containers. Asks supervisor for assistance if unsure of proper handling techniques.
- Maintains proper separation between soiled and clean laundry.

NON-ESSENTIAL POISTIONS FUNCTIONS

- Other duties as assigned by Charge Nurse.

SPECIAL REQUIREMENTS

- Ability to works different shifts

EDUCATION AND QUALIFICATIONS

To perform this position successfully, and individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CNA MUST:

- Be at least eighteen (18) years of age
- Demonstrate an ability to read, write and understand job-related information and directions in English
- Have successfully passed Indiana State CNA exam



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KNOWLEDGE, SKILLS, ABILITIES

- Ability to recognize changes in resident's conditions evidence by physical symptoms, verbal expression, or observation of change in mental or psychosocial status.
- Ability to coordinate numerous activities at any given time and make rational, sound judgments and decision quickly, often under pressure.
- Ability to prioritize tasks and use good time management
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Ability to add and subtract two digit and to multiply and divide with 10's and 100's.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concreateed variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current CNA certificate for current State.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

	YES	NO
Lifting/Carrying		
1-10 lbs.		
11-25 lbs.		
26-50 lbs.		
Pushing/Pulling		
20-50 lbs.		
Over 50 lbs		
Climbing/Balancing		
Stooping/Bending		
Standing/Sitting		
Walking		

WORK ENVIRONMENT DEMANDS

The work environment characteristics described here are representative of some an employee might encounter while performing the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Able to perform duties within the scenario below:

	YES	NO
Cold		
Hot		
Humid		
Wet		
Dry		
Dust		
Noise		
Odors		
Infections		
Chemical Exposures		



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I have read the above Job description and I am able to perform the above essential physical and work environment demands and agree to perform accordingly.

Name

Employee Signature

Date





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EMPLOYEE NAME: _____

TITLE: _____

CNA NURSING CHECK LIST

TASK	CNA INITIALS	TASK	CNA INITIALS
Introduction to coworkers		Preventive skin care – repositioning, off-loading bony prominences, minimizing skin to skin contact, keep drainage tubings where they don't create pressure on the skin	
Location of daily schedule		Incontinence care provided regular per resident care plan.	
Explanation of shift routines		Oral care twice daily	
Group sheets/assignment book		Dentures – brush & soak	
Residents care supplies		Pass ice water every shift	
Clean Linens		Bed stripping at minimum with each shower or when soiled	
Soiled utility & where to place trash/soiled linens/biohazard materials		Partial bath for everyone not scheduled for a shower	
Review handling of clean / soiled linen; soiled linen and trash bagged before exiting room		Use of clothing protectors at meal times	
Review resident meal times		Rehab & Recreation	
Location of Elopement Book & how to identify resident at risk		Referring residents to therapy for changes	
Wanderguard alarm system & other door alarms		Functional Maintenance Programs & documents	
Reporting off unit to nurse & co-workers		Recreation schedule	
Residents Care		Do not interrupt formal activities	
Maintain hygiene throughout the day – hair, make-up, shaving males & females as needed, clean clothes if soiled after meals			



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		Documentation	
Resident hand washing, nail care, (nurses do diabetic nail trimming)		Care tracker – kiosk – using paper forms with kiosk outage or for late charting	
Glasses, hearing aids, dentures, or other assistive items – ensure their use.		“Chart as you go” practice	
TED hose or support hose ON BEFORE RESIDENTS ARE OUT OF BED		100% documentation completion is GOAL each shift	
Dressing when up for the day		Dignity and Privacy	
Placing resident's preferred night wear at bedtime		Respect for privacy	
Handling personal laundry – facility vs. family preference to do laundry		Informs residents what cares are being done	
		Knock/Announce self before entry. Provide privacy for visits & phone calls	

EMPLOYEE NAME: _____ **SIGNATURE:** _____ **DATE:** _____

SUPERVISOR NAME: _____ **SIGNATURE:** _____ **DATE:** _____



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Abuse Training Test

1. Name 5 types of abuse:
 - A. Physical
 - B. Sexual
 - C. Financial
 - D. Chemical
 - E. Neglect
 - F. All of the above
2. Provide 3 examples of physical abuse:
 - A. Hitting
 - B. Kicking
 - C. Slapping
 - D. Shaking hands
3. Provide an example of psychological abuse:
 - A. Harassment
 - B. Insults
 - C. Both A & B
4. Provide an example of financial exploitation:
 - A. Forgery
 - B. Theft of money
 - C. Misuse of money
 - D. All of the above
5. Provide 2 examples of neglect:
 - A. Denying food
 - B. Denying medication
 - C. Giving Resident a shower
6. What can you do to ensure you treat residents with respect?
 - A. Listen to their needs
 - B. Be empathetic
 - C. Acknowledge the resident
 - D. All of the above
7. If you witness abuse, what do you do first?
 - A. Make sure resident is safe
 - B. Confront person abusing the resident
8. If you witness abuse, who do you report it to?
 - A. Executive Director
 - B. Immediate Supervisor
 - C. Both A & B
9. If you witness abuse, when do you report it?
 - A. Immediately
 - B. At the end of shift
10. If you continue to have concerns, who else can you report the abuse to?
 - A. Follow up with Executive Director
 - B. Call the hotline
 - C. Both A & B

Print Name: _____



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ALCOHOL AND DRUG ABUSE POLICY

The purpose of this policy is to ensure to maintain a safe, and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use. This policy pertains to all AFC employees. The possession use or sale of alcohol or drugs at place of work is strictly prohibited.

Employees are prohibited from reporting to workplace under the influence of alcohol or drugs. An employee taking prescription medication is required to present to AFC a valid prescription from the prescribing physician. To be considered for employment, applicants will be subject to drug screen.

Employee agrees to be tested for the presence of controlled substances including but not limited marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), alcohol] etc.

In case of reasonable suspicion that an employee is under the influence of drug or alcohol, the employee will be subject to random drug screen.

Any employee who refuses to submit to the test will no longer be considered eligible for employment.

Employees found to be in violation of this policy by either directly possessing or using alcohol or drugs, as described above, or through a verified positive drug test or by court conviction, will be subject to immediate termination from employment.

By signing below the employee agrees to the above requirements and conditions.

Employee's Signature

Date

Employee's Name Printed



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ATTENDANCE POLICY

AFC being a temporary staffing agency, offers the employee the autonomy to choose shifts that best fits them. Therefore, it is the employee responsibility to make sure that the shifts they pick up they can work or arrange for other AFC staff to cover for them.

Call off should be at least 2hrs prior to the beginning of the scheduled shift. Phone calls are the only acceptable means of call off. Text messages are not acceptable way of calling off.

1st cancellation of scheduled shift within **30 days**, the employee receives a verbal warning.

2nd call off in 30 days; the employee will be excluded from receiving available shift hours for the next 30 days.

Employee are required to at least work one **8hr** shift in **60 Days** to remain active with AFC.

It is the facilities expectation that our employee is on time and stay until relived by the next shift, unless otherwise approved. Any shift changes must be communicated to AFC regardless of any arrangements with the facility. This helps AFC keep track and ensure you are paid the right way and in timely manner.

EMPLOYEE IS RESPONSIBLE FOR CLOCKING IN AND OUT, SIGNING AGENCY VERIFICATION LOG WHERE REQUIRED BY FACILITIES. EMPLOYEE UNDERSTAND THAT FAILURE TO DO SO WILL DELAY THEIR PAY FOR AFFECTED SHIFTS UNTIL THE EMPLOYEE GET IT FIXED WITH FACILITY HR OR SCHEDULER. EMPLOYEE UNDERSTAND TO CHECK DAILY IF THERE IS ANY DISCREPANCY ON TIMECLOCK AND NOTIFY FACILITY HR OR SCHEDULER IMMEDIATELY.

AFC understands some situations are emergency and unavoidable e.g., death, sickness, car breakdown e.tc. In such cases the employee has 24hs to present proof of such situations e.g. doctors note, receipts to AFC. By signing below, you agree to above policy.

Name:

Signature:

Date:



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CONFIDENTIALITY AND PRIVACY AGREEMENT

I _____ AFC Staffing employee hereby acknowledge and agree that:-

- During the time I am working at any facility, I can only disclose information I gain while on assignment to authorized parties only.
- I will not disclose or disseminate any facility information, facility procedures or way of operation that I may come into contact with, and agree not to remove any documentation for other use other than my assignment.
- I have been presented with Hipaa Right and responsibility, read and understood it and all questions answered to my satisfaction. I agree to abide by Hipaa and follow any privacy and confidentiality policies provided to me during my assignment.
- I agree not to use, disclose, reveal or disseminate any health information that come into my possession during my assignment, unless authorized and in accordance with Hipaa requirements.
- I understand that even after my employment with AFC Staffing has ended, I will be responsible for any damage that may result in violation to the terms on this agreement.

Name: _____

Signature: _____

Date: _____



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6 Hour Dementia Training – Quiz

1. What is person-centered care?

2. Besides physiological need, what are the basic needs every person has, regardless of disease and condition?
(Select all that may apply)

Identity

Esteem

Love and Belonging

Safety & Security

Physiological

All of the above

3. When can you create a meaningful moment with a resident?

4. Give two examples of how to make a quality connection

Doing WITH not FOR

Offering successful choices

All of the above

5. Is there a cure for Alzheimer's?

Yes

No

6. What is happening to the brain throughout dementia?

A. The brain is dying – Brain failure

B. Nothing is happening to the brain

7. What does the frontal lobe, (filter), control?

A. Control impulses

B. Control movement

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8. How much of the brain is left by the end of the disease?

- A. Approximately $\frac{1}{3}$ B. Approximately $\frac{3}{4}$

9. In the early stages of dementia, people will miss out of every _____ words.

- A. Four B. Two C. None

10. List 3 symptoms of dementia:

- A. Memory loss
B. Confusion/Orientation to Time & Place
C. Problems with Reasoning /Judgment /Problem solving
D. All of the above

11. Name an example of something that may present some of the same symptoms and look like dementia until treated

- A. Depression
B. Urinary tract infection
C. All of the above

12. While much of formal language is lost, what is retained that allows us to still connect with a resident?

- A. Music
B. Rhythm
C. Automatic social chat
D. Forbidden language
E. All of the above

13. List 5 communication tips:

- A. Approach from the front
B. Enter their reality
C. Don't r corrector or argue
D. Use visual cues
E. Pay attention to non-verbal communication
F. All of the above

14. What do you do and say when a resident says something that doesn't quite make sense?

- A. Repeat the question
B. Do nothing

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15. What “bossy” words should care companions avoid when talking to a resident?

- A. NO
- B. DON'T
- C. STOP
- D. All of the above

16. List the 3 steps (in order) for the Greet Before You Treat approach”

- A. See
- B. Talk
- C. Touch
- D. All of the above

17. What are the benefits of the hand under hand position? Select all that apply.

- A. Feels friendly
- B. Relieves stress
- C. Connects and protects
- D. All of the above

18. What can occur if we attempt a task without this approach?

- A. Behaviors
- B. Resident is happy

19. Why?

- A. Resident may feel threatened
- B. Resident maybe startled
- C. Both A & B

20. Behaviors are a form of:

- A. Communication
- B. Nothing

21. What might someone’s behavior be communicating?

- A. Unmet needs e.g hungry
- B. Nothing

List 3 common behaviors:

- A. Repetition
- B. Refusal
- C. Defensiveness
- D. All of the above

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22. Are behaviors the resident's fault?

Yes No

23. Does our action have the potential to cause a resident to have a behavior?

Yes No

24. Can a resident with dementia always tell you when they are in pain?

Yes No



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Title: _____



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COVID-19 VACCINE DECLINATION FORM

Employee Information:

First Name: _____ **Last name:** _____

Date: _____

I.....AFC staffing employee,

Employee Name

I acknowledge that I have read, or had explained to me, the Coronavirus Disease (COVID-19) General Information handout and the Emergency Use Authorization (EUA) Fact Sheet regarding the COVID-19 vaccine.

I have had the opportunity to ask questions, which have been answered to my satisfaction.

I understand that if I decline the vaccine, I may change my mind and request to be vaccinated at a later date, with the understanding that the vaccination will be based on the availability of the COVID-19 vaccine at that time.

I wish to decline the COVID-19 vaccination. I certify that I am at least 18 yrs of age. I acknowledge that in making this decision I have had a chance to ask questions and that such questions were answered to my satisfaction.

Date: _____

Employee Signature: _____



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AFC DISASTER PREPAREDNESS TEST

1. What does the acronym RACE stand for?

R: _____ A: _____ C: _____ E: _____

2. What type of extinguisher can be used on any type of fire?

.....

3. In the event the Executive Director is unable to serve as disaster response coordinator, what direction do you follow?

.....

4. What is the difference between a Tornado watch and Tornado warning?

.....

.....

Signature

Print Name:

Date:



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EMPLOYEE INFORMED CONSENT FOR IMMUNIZATION WITH HEPATITIS B VACCINE

Each year 300,000 people in the United States develop infection due to Hepatitis B virus. This is the result of exposure to infected body fluids, such as blood. Health care employees can be exposed to this virus in their every day working environment. A vaccine is available to prevent Hepatitis B infection in people exposed to this virus. This vaccine will not prevent hepatitis caused by other agents such as hepatitis A virus, non-A, non-B hepatitis viruses, etc.

Hepatitis B infection of the liver may be a very mild illness or a life threatening one. Of the approximately 300,000 new cases of Hepatitis B virus infections occurring annually in the United States: 26% will develop jaundice and 74% will remain sub-clinic: (non-specific symptoms such as fatigue, muscle and joint pains, loss of appetite); 5.2% will become hospitalized; % will die of acute Hepatitis; 2% will die of cirrhosis, and% will die of hepatocellular carcinoma. Six to ten percent of those who are infected annually (amounting to 18,000 to 30,000 people per year) will become chronic carries of the disease.

Hepatitis B vaccine is a non-infectious sub-unit viral vaccine derived from Hepatitis B surface antigens produced in yeast cells. It is usually delivered in three doses via intra-muscular injection. The first dose of 1.0 ml is followed by booster doses at one and six months. Eighty-five to ninety-six percent of the individuals receiving the complete series of vaccinations are protected from Hepatitis B infections to which they may be subsequently exposed. The long-term duration of this protection against illness and subsequent carriage of the virus, and the need for further boosters is not known at the present time.

A review of medical literature about the side effects of the vaccine has been made. As with any vaccine, there is a possibility that broad public use of the vaccine may reveal rare adverse reactions which were not observed during the clinical trial. The most common adverse reactions from Hepatitis B vaccine is local soreness at the injection site, which subsides within 48 hours. Vaccinated people may experience low grade fever, fatigue, headache, nausea, vomiting, dizziness, and muscular or joint pain. There reactions are short – lived. Disorders of the nervous system, such as abnormal sensations like burning, prickling and shooting pains in the arms and legs, as well as paralysis as in the Guillian-Barre Syndrome, have been rarely reported following the administration of several commonly used vaccines including Hepatitis B vaccine. At this point in time, there is no known cause and effect relationship between these nervous system disorders and the administration of Hepatitis B vaccine.

More detail about the disease and the vaccine including further explanation of this consent form is available from staff development or the infection control nurse. Questions regarding pregnancy and the vaccine should be discussed with your obstetrician.

Name: _____ Date: _____ Department _____

I desire to participate in the Hepatitis B Vaccination Program and agree to be screened for Hepatitis B Antibody.

I do not desire to participate in the Hepatitis B Vaccination Program.

Signature

Social Security Number



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INFLUENZA VACCINE CONSENT OR DECLINATION

AFC Staffing has provided me information regarding the risks and benefits of the *Influenza* vaccines. I have been given the Centers for Disease Control Vaccine Information Statements, which have allowed me to be educated as to these risks and benefits. I have been given the opportunity to ask questions and discuss any concerns that I may have. I am making an informed decision regarding the influenza vaccine.

I _____, AFC Staffing Employee, do hereby

Employee name

Consent

or

Decline

to receive the influenza vaccine. I understand that if I request the vaccine at a later date, a will be administered based on availability.

Signature: _____ Date: _____



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EMPLOYEE DIRECT DEPOSIT FORM

Personal Information

1. First Name _____ Middle initial ____ Last Name _____
2. Street Address _____
3. City _____ State _____ Zip Code _____
4. Rate of Pay _____
5. Social Security Number _____ - _____ - _____
6. Date of Hire ____ / ____ / ____
7. Date of Birth ____ / ____ / ____
8. Email: _____

Direct Deposit – Bank Information

Bank Name _____

Routing # _____

Account # _____

Savings Checking

Dollar Amount or % of Pay _____

Bank Name #2 _____

Routing # _____

Account # _____

Savings Checking

Dollar Amount or % of pay _____

PHYSICAL

If you are unable to see your provider and need pre-employment physical you can visit:

PIKE MEDICAL CONSULTANTS

Telephone: 377 9566 288

Address: 7911 N Michigan Rd. Indianapolis, IN 46268

NO APPOINTEMENT NEED.

HOURS	
SATURDAY	9 A.M – 3 P.M
SUNDAY	9 A.M – 3 P.M
MONDAY	8:00 A.M – 8:00 P.M
TUESDAY	8:00 A.M – 8:00 P.M
WEDNESDAY	8:00 A.M – 8:00 P.M
THURSADAY	8:00 A.M – 8:00 P.M
FRIDAY	8:00 A.M – 8:00 P.M

NB: Pike Consultants charges out of pocket cost for physical (around \$50), they accept most insurances.

Any physical paperwork is acceptable, it has to be current and signed by a doctor or NP with date and their ID Number



America's First Choice
Nursing Staffing LLP
4205 W 86th Street. Suite L.
Indianapolis.
46268. IN

E: afcHR@afcstaffing.com
Office: +1 (317) 744 9603
Cell: +1 (317) 998 3878

POLICY ON ELECTRONIC COMMUNICATIONS

STATEMENT OF POLICY

All the buildings have the internet to assist with your job. It is the responsibility of each user to ensure this technology is used for proper business purposes in a manner that is: (1) Responsible, professional, and legal (2) Does not compromise the confidentiality of resident information (3) Does not compromise the security computer resources of any building.

OWNERSHIP

All computer resources provided to users are assets and owned by that building. All data, information, programs, electronic mail, graphic works, literary works, documentation, and other material created, received, sent or stored using any computers, whether or not designated as private or confidential, are assets of, and owned by the building you're working in and not the individual user.

SYSTEM SECURITY

It is the responsibility of every user to protect the computer resources of the building you're assigned to from unauthorized access, modification, destruction, or disclosure. Users must immediately report any suspected security threat to any computer.

Users should pay attention to the following:

Unattended terminals: Programs must be closed when the employee is not in attendance at the computer terminal.

Passwords: Individual passwords are confidential and may not be shared

External Network Connections: Only authorized personnel may establish internet or other external network connections.

Computer Configuration Changes: No one can make any changes to computer systems.



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NO PRIVACY

Users do not have any personal privacy right to any matter created, received, sent, or stored on the company's computers. Inconsequential whether the matter is designated as private or confidential.

The building reserves the right to monitor its computer resources, read, and copy all files or data contained on any computer. It includes, and not limited to email, messages, and personal file directories. Monitoring may be done without prior notice.

The building reserves the right to access computer resources. This is to assure compliance with statutory requirements as well as internal policies supporting internal investigations. It also assists with the management of information systems.

PROHIBITED USES

It is the responsibility of each user to use the computer resources in a manner consistent with the building policies. Users shall not use computer resources in any way that:

- Violates any law, statute, regulation, or ordinance
- Violates any policy or procedure of the company
- Jeopardizes the security of any computer resource
- Jeopardizes the tax-exempt status of the company
- Violates the legal rights of any person or entity
- Gives the impression a user is representing, giving opinions, making statements or commitments on behalf of the facility unless authorized to do so.
- Results in the transmission of obscene, pornographic, discriminatory, harassing, defamatory, political, or partisan campaign material.
- Interferes with the use facility computer resources or another person or entity.
- Involves personal financing gain or gambling
- Is inconsistent with norms of professional and business conduct



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RESPONSIBLE USE OF INTERNET

The internet is for work-related purposes only. Unauthorized use includes, but is not limited to: (1) posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic, or sexually explicit material (2) Gambling (3) Engaging in computer "hacking", or other related activities (4) Shopping, playing games, surfing/not working (5) Attempting to disable or compromise the security of information on any computer.

A user should never provide confidential, proprietary, or restricted information about AFC staffing or any building you're assigned to. It includes its employees, residents, vendors, or donors without prior written consent. The building reserves the right to monitor internet usage at its discretion in the ordinary course of business.

Violations of this policy, as with all policies of the AFC staffing may result in discipline, up to and including termination of employment.

Please read the statement below and sign designating your understanding and agreement with the policy on Electronic Communications.

I, _____ agree to follow this policy. I understand the building I am assigned to need to know and monitor the internet sites I access while I am at work under their company.

Signature : _____ Date : _____



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EMPLOYEE TUBERCULOSIS SCREENING

Name: _____

Date: _____

Social Security Number: _____

EMPLOYEE RELEASE: I authorize the release of the information contained on this form to be provided to AFC Staffing in accordance with maintaining required medical employment record. I understand that this health profile required in order that I may be considered for assignment with AFC Staffing.

Signature: _____

Date: _____

Tuberculosis Screening

Date _____ By _____ Title _____

Site _____

Lot# _____ Exp _____

Mfg. by: _____

Signature: _____

Results read at 48 - 72 hours

Read Date: _____

Read by _____ Title _____

Induration _____ (MM) Positive Negative

Signature _____



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UNIVERSAL PRECAUTIONS QUIZ

NAME: _____

TITLE: _____

1. **“Standard precautions” are infection control practices that are designed to protect healthcare workers from: (Select all that apply)**
 - a. Contact with clients’ blood and body fluids.
 - b. Contact with potentially infected surfaces
 - c. Becoming infected with diseases
 - d. All the above

2. **The key steps for standard precautions include: (Select all that apply)**
 - a. Using gloves.
 - b. Wearing an apron, mask, and eye protectors as trained.
 - c. Frequent hand washing
 - d. Proper handling and disposal of possibly infected linens and wastes.
 - e. Proper handling and disposal of sharps (such as needles or diabetes sticks).
 - f. All of the above.

3. **Which is the single most important infection control activity?**
 - a. Hand washing
 - b. Using gloves
 - c. using gown

4. **When should healthcare workers wash their hands.**

5. **When should healthcare workers use gloves.**



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UNIVERSAL PRECAUTIONS QUIZ

NAME: _____

TITLE: _____

6. You should consider all blood, or any substance containing visible blood, to be potentially infectious.
True
False
7. Personal protective equipment works by putting a physical barrier between you and potentially infectious materials.
True
False
8. It's not necessary to wash your hands after handling potentially contaminated substances if you are wearing gloves.
True
False
9. Dealing with everyday cuts and scrapes doesn't require any particular precautions.
True
False
10. Does people with blood borne viruses always show signs and symptoms?
True
False
11. Your skin is a natural, protective barrier against exposure.
True
False
12. There is a vaccine or cure for Human Immunodeficiency Virus (HIV)?
True
False



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UNIVERSAL PRECAUTIONS QUIZ

NAME: _____

TITLE: _____

13. A Blood test is the best way to confirm infection by a bloodborne pathogen

- True
- False

14. HBV, HCV, HIV are among the greatest pathogens putting healthcare workers at risk.

- True
- False

15. Hepatitis C virus can live outside the body for upto 4 days

- True
- False



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number	
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4. , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<p>Additional Information</p> <p>Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

<p>Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.</p>		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative
		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1 .	First Name (<i>Given Name</i>) from Section 1 .	Middle initial (if any) from Section 1 .
--	--	---

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)		City or Town	State	ZIP Code



Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1.	First Name (<i>Given Name</i>) from Section 1.	Middle initial (if any) from Section 1.
--	--	---

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (<i>if applicable</i>)	New Name (<i>if applicable</i>)		
Date (<i>mm/dd/yyyy</i>)	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (<i>mm/dd/yyyy</i>)
----------------	--------------------------	--

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (<i>mm/dd/yyyy</i>)
---	--	------------------------------------

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (<i>if applicable</i>)	New Name (<i>if applicable</i>)		
Date (<i>mm/dd/yyyy</i>)	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (<i>mm/dd/yyyy</i>)
----------------	--------------------------	--

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (<i>mm/dd/yyyy</i>)
---	--	------------------------------------

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (<i>if applicable</i>)	New Name (<i>if applicable</i>)		
Date (<i>mm/dd/yyyy</i>)	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (<i>mm/dd/yyyy</i>)
----------------	--------------------------	--

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (<i>mm/dd/yyyy</i>)
---	--	------------------------------------

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.



Form WH-4
State Form 48845
(R7 / 9-20)

State of Indiana
Employee's Withholding Exemption and County Status Certificate
This form is for the employer's records. Do not send this form to the Department of Revenue.
The completed form should be returned to your employer.

Full Name _____ Social Security Number or ITIN _____

Home Address _____ City _____ State _____ Zip Code _____

Indiana County of Residence as of January 1: _____ (See instructions)

Indiana County of Principal Employment as of January 1: _____ (See instructions)

How to Claim Your Withholding Exemptions

1. You are entitled to one exemption. If you wish to claim the exemption, enter "1" _____

Nonresident aliens must skip lines 2 through 6. See instructions

2. If you are married and your spouse does not claim his/her exemption, you may claim it, enter "1" _____

3. You are allowed one (1) exemption for each dependent. Enter number claimed _____

4. Additional exemptions are allowed if: (a) you and/or your spouse are over the age of 65 and/or

(b) if you and/or your spouse are legally blind.

Check box(es) for additional exemptions: You are 65 or older or blind Spouse is 65 or older or blind

Enter the total number of boxes checked _____

5. Add lines 1, 2, 3, and 4. Enter the total here _____ ▶

6. You are entitled to claim an additional exemption for each qualifying dependent (see instructions)..... ▶

7. Enter the amount of additional state withholding (if any) you want withheld each pay period \$ _____

8. Enter the amount of additional county withholding (if any) you want withheld each pay period..... \$ _____

I hereby declare that to the best of my knowledge the above statements are true.

Signature: _____

Date: _____

Instructions for Completing Form WH-4

This form should be completed by all resident and nonresident employees having income subject to Indiana state and/or county income tax.

Print or type your full name, Social Security number or ITIN and home address. Enter your Indiana county of residence and county of principal employment as of January 1 of the current year. If you neither lived nor worked in Indiana on January 1 of the current year, enter 'not applicable' on the line(s). If you move to (or work in) another county after January 1, your county status will not change until the next calendar tax year.

Nonresident alien limitation. A nonresident alien is allowed to claim only one exemption for withholding tax purposes. If you are a nonresident alien, enter "1" on line 1, then skip to line 7. You are considered to be a nonresident alien if you are not a citizen of the United States and do not meet the green card test and the substantial presence test (get Publication 519 from www.irs.gov for information about these tests).

All other employees should complete lines 1 through 7.

Lines 1 & 2 - You are allowed to claim one exemption for yourself and one for your spouse (if he/she does not claim the exemption for him/herself). If a parent or legal guardian claims you on their federal tax return, you may still claim an exemption for yourself for Indiana purposes. You cannot claim more than the correct number of exemptions; however, you are permitted to claim a lesser number of exemptions if you wish additional withholding to be deducted.

Line 3 - Dependent Exemptions: You are allowed one exemption for each of your dependents based on state guidelines. To qualify as your dependent, a person must receive more than one-half of his/her support from you for the tax year and must have less than \$4,300 gross income during the tax year (unless the person is your child and is under age 19 or under age 24 and a full-time student at least during 5 months of the tax year at a qualified educational institution).

Line 4 - Additional Exemptions. You are also allowed one exemption each for you and/or your spouse if either is 65 or older and/or blind.

Line 5 - Add the total of exemptions claimed on lines 1, 2, 3, and 4. Enter the total in the box provided.

Line 6 - Additional Dependent Exemptions. An additional exemption is allowed for certain dependent children that are included on line 3. The dependent child must be a son, stepson, daughter, stepdaughter, foster child, and/or child for whom you are a legal guardian.

Lines 7 & 8 - If you would like an additional amount to be withheld from your wages each pay period, enter the amount on the line provided. **NOTE:** An entry on this line does not obligate your employer to withhold the amount. You are still liable for any additional taxes due at the end of the tax year. If the employer does withhold the additional amount, it should be submitted along with the regular state and county tax withholding.

You may file a new Form WH-4 at any time if the number of exemptions **increases**. You must file a new Form WH-4 within 10 days if the number of exemptions previously claimed by you **decreases** for any of the following reasons:

- (a) you divorce (or are legally separated from) your spouse for whom you have been claiming an exemption or your spouse claims him/herself on a separate Form WH-4; or
- (b) someone else takes over the support of a dependent you claim or you no longer provide more than one-half of the person's support for the tax year.

Penalties are imposed for willingly supplying false information or information which would reduce the withholding exemption.

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.

2025

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 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.)		

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 (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (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):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. 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)

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 **and** you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2025 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

TIP: Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2025 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2025 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$30,000 if you're married filing jointly or a qualifying surviving spouse; \$22,500 if you're head of household; \$15,000 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$700	\$850	\$910	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020
\$10,000 - 19,999	0	700	1,700	1,910	2,110	2,220	2,220	2,220	2,220	2,220	2,220	3,220
\$20,000 - 29,999	700	1,700	2,760	3,110	3,310	3,420	3,420	3,420	3,420	3,420	4,420	5,420
\$30,000 - 39,999	850	1,910	3,110	3,460	3,660	3,770	3,770	3,770	3,770	4,770	5,770	6,770
\$40,000 - 49,999	910	2,110	3,310	3,660	3,860	3,970	3,970	3,970	4,970	5,970	6,970	7,970
\$50,000 - 59,999	1,020	2,220	3,420	3,770	3,970	4,080	4,080	5,080	6,080	7,080	8,080	9,080
\$60,000 - 69,999	1,020	2,220	3,420	3,770	3,970	4,080	5,080	6,080	7,080	8,080	9,080	10,080
\$70,000 - 79,999	1,020	2,220	3,420	3,770	3,970	5,080	6,080	7,080	8,080	9,080	10,080	11,080
\$80,000 - 99,999	1,020	2,220	3,420	4,620	5,820	6,930	7,930	8,930	9,930	10,930	11,930	12,930
\$100,000 - 149,999	1,870	4,070	6,270	7,620	8,820	9,930	10,930	11,930	12,930	14,010	15,210	16,410
\$150,000 - 239,999	1,870	4,240	6,640	8,190	9,590	10,890	12,090	13,290	14,490	15,690	16,890	18,090
\$240,000 - 259,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$260,000 - 279,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$280,000 - 299,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$300,000 - 319,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,170	19,170
\$320,000 - 364,999	2,040	4,440	6,840	8,390	9,790	11,100	12,470	14,470	16,470	18,470	20,470	22,470
\$365,000 - 524,999	2,790	6,290	9,790	12,440	14,940	17,350	19,650	21,950	24,250	26,550	28,850	31,150
\$525,000 and over	3,140	6,840	10,540	13,390	16,090	18,700	21,200	23,700	26,200	28,700	31,200	33,700

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$200	\$850	\$1,020	\$1,020	\$1,020	\$1,370	\$1,870	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040
\$10,000 - 19,999	850	1,700	1,870	1,870	2,220	3,220	3,720	3,720	3,720	3,720	3,890	4,090
\$20,000 - 29,999	1,020	1,870	2,040	2,390	3,390	4,390	4,890	4,890	4,890	5,060	5,260	5,460
\$30,000 - 39,999	1,020	1,870	2,390	3,390	4,390	5,390	5,890	5,890	6,060	6,260	6,460	6,660
\$40,000 - 59,999	1,220	3,070	4,240	5,240	6,240	7,240	7,880	8,080	8,280	8,480	8,680	8,880
\$60,000 - 79,999	1,870	3,720	4,890	5,890	7,030	8,230	8,930	9,130	9,330	9,530	9,730	9,930
\$80,000 - 99,999	1,870	3,720	5,030	6,230	7,430	8,630	9,330	9,530	9,730	9,930	10,130	10,580
\$100,000 - 124,999	2,040	4,090	5,460	6,660	7,860	9,060	9,760	9,960	10,160	10,950	11,950	12,950
\$125,000 - 149,999	2,040	4,090	5,460	6,660	7,860	9,060	9,950	10,950	11,950	12,950	13,950	14,950
\$150,000 - 174,999	2,040	4,090	5,460	6,660	8,450	10,450	11,950	12,950	13,950	15,080	16,380	17,680
\$175,000 - 199,999	2,040	4,290	6,450	8,450	10,450	12,450	13,950	15,230	16,530	17,830	19,130	20,430
\$200,000 - 249,999	2,720	5,570	7,900	10,200	12,500	14,800	16,600	17,900	19,200	20,500	21,800	23,100
\$250,000 - 399,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$400,000 - 449,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$450,000 and over	3,140	6,490	9,160	11,660	14,160	16,660	18,660	20,160	21,660	23,160	24,660	26,160

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$450	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870	\$1,870	\$1,870	\$1,890
\$10,000 - 19,999	450	1,450	2,000	2,200	2,220	2,220	2,220	3,180	4,070	4,070	4,090	4,290
\$20,000 - 29,999	850	2,000	2,600	2,800	2,820	2,820	3,780	4,780	5,670	5,690	5,890	6,090
\$30,000 - 39,999	1,000	2,200	2,800	3,000	3,020	3,980	4,980	5,980	6,890	7,090	7,290	7,490
\$40,000 - 59,999	1,020	2,220	2,820	3,830	4,850	5,850	6,850	8,050	9,130	9,330	9,530	9,730
\$60,000 - 79,999	1,020	3,030	4,630	5,830	6,850	8,050	9,250	10,450	11,530	11,730	11,930	12,130
\$80,000 - 99,999	1,870	4,070	5,670	7,060	8,280	9,480	10,680	11,880	12,970	13,170	13,370	13,570
\$100,000 - 124,999	1,950	4,350	6,150	7,550	8,770	9,970	11,170	12,370	13,450	13,650	14,650	15,650
\$125,000 - 149,999	2,040	4,440	6,240	7,640	8,860	10,060	11,260	12,860	14,740	15,740	16,740	17,740
\$150,000 - 174,999	2,040	4,440	6,240	7,640	8,860	10,860	12,860	14,860	16,740	17,740	18,940	20,240
\$175,000 - 199,999	2,040	4,440	6,640	8,840	10,860	12,860	14,860	16,910	19,090	20,390	21,690	22,990
\$200,000 - 249,999	2,720	5,920	8,520	10,960	13,280	15,580	17,880	20,180	22,360	23,660	24,960	26,260
\$250,000 - 449,999	2,970	6,470	9,370	11,870	14,190	16,490	18,790	21,090	23,280	24,580	25,880	27,180
\$450,000 and over	3,140	6,840	9,940	12,640	15,160	17,660	20,160	22,660	25,050	26,550	28,050	29,550