



Employment Relationship Disclosure

Employee

FEIN Holder/Employer

INSTRUCTIONS: Each employee must provide the following information about his or her relationship with the FEIN Holder (EMPLOYER) before employment begins. Complete all sections below and sign/date at the bottom of the form. This information is required to begin employment.

1. Relationship Disclosure

Before employment, my existing relationship with the above-name FEIN Holder (EMPLOYER) is (check one):

- Parent (Exempt)
- Step Parent (Exempt)
- Spouse (Exempt)
- Child under 21 (Exempt)
- Sibling
- No relationship
- Other: please describe: _____

2. Relationship and Employment Acknowledgements

- **All employees are subject to Federal and State Tax Withholdings:** I understand that regardless of my relationship with the FEIN Holder (EMPLOYER), I am subject to all employment requirements including criminal background checks and Federal and State tax withholdings.
- **Federal and state taxation rules change frequently:** Please consult with your tax advisor if you have any questions on completion of your W-4. If you discover that your tax situation has changed during the year, you may submit a revised W-4 for withholding adjustments on future pay.
- **Exempt Employees:** If my relationship with the FEIN Holder (EMPLOYER) indicates Exempt above, I understand I am entering into an employment relationship that is exempt from FICA (social security), Medicare, FUTA (Federal Unemployment), and SUTA (State Unemployment) and those taxes will not be withheld or applied on my paycheck.
- **By not paying into certain taxes it means I am not earning Social Security history work credits:** When you work and pay into FICA (Social Security), you earn work credits towards Social Security benefits. If my relationship with the FEIN Holder (EMPLOYER) indicates Exempt above, I understand I will not earn Social Security work Credits.

3. Amended Payroll Taxes

Imagine Enterprises will file all required amended payroll tax returns in instances where there have been over collected Social Security and Medicare taxes from employees' compensation. The employee will receive funds of over collected social security and Medicare taxes directly from Imagine Enterprises. These refunds will be paid to the employee in January immediately following year-end. The employee agrees that they have not, or will not, file a claim for refund of over collected Medicare or Social Security with the IRS.

You are signing this document under penalties or perjury. Information provided must match that provided on the Service Provider and Employer Certification Relationship Status HHSC Form 1734.

Employee Signature

Date

Employer Signature

Date