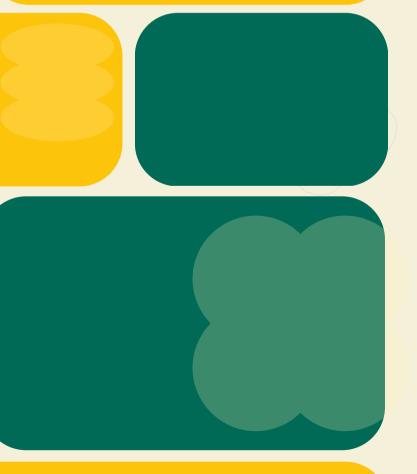


WHERE YOU CAN CAMP
WITH THE CHAMPS!



ONBOARDING
FOR
CHAMPIONS
STAFF

WELCOME

WELCOME TO THE TEAM

We are excited to have you be a part of the Champions Riverside Resort family! Below is a breakdown of items we will need you to complete prior to starting your position with Champions. Please let the owner or your manager know if you have any questions.

FORMS TO COMPLETE

- I-9 Form (Employment Eligibility Verification)
- W-4 Form (Employee's Withholding Certificate)
- WT-4 Form (Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting Employee's Section)
- Authorization for Direct Deposit
- Employee Information
- Employee Handbook Form

ACTIONS TO TAKE ONCE YOU HAVE BEEN OFFERED A POSITION

- · Submit all forms to your manager
- Submit a copy of your Driver's License & Social Secruity Card
- Submit valid documents pertaining to your I-9 Form (refer to the "Lists of Acceptable Documents" on the last page for examples)
- Download the Schedulefly app Make sure your notifications are on!
- Set-up your Schedulefly account once the Champion's team sends you an invite
- Select 2 Champions tops to wear as your uniform

ACTIONS TO TAKE PRIOR TO YOUR FIRST SHIFT

- Review the documents in Schedulefly and the Staff Portal
- Take a look at the upcoming events and themed activity weekends
- Review any ongoing incentives for staff

ACTIONS TO TAKE ON YOUR FIRST DAY

- · Prepare any items your manager has requested you bring on your first day
- Arrive 10-15 minutes prior to your shift
- Review the activity schedule and what is happening for that day/weekend
- Check in with your manager on your first day duties and training



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No.1615-0047 Expires 05/31/2027

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 I	nformatio	n and Attesta	tion: Emplo	oyee	es must compl	ete an	d sign Se	ection 1 of F	orm I-9 i	no later	than the first
Last Name (Family Name)	at not belor		me (Given Nar	me)	T	Middle	Initial (if an	y) Other Las	t Names U	sed (if any	·)
			·				·				•
Address (Street Number and	Name)		Apt. Number	(if ar	ny) City or Town	ı			State	ZI	P Code
Date of Birth (mm/dd/yyyy)	(mm/dd/yyyy) U.S. Social Security Number Employee's Email Address							Employe	e's Teleph	one Number	
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			e of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instruct A citizen of the United States A noncitizen national of the United States (See Instructions.) A lawful permanent resident (Enter USCIS or A-Number.) An alien authorized to work until u check Item Number 4., enter one of these: S A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of							,	
correct. Signature of Employee							Today's Da	ate (mm/dd/yyy	/y)		
If a preparer and/or tra	nelator accie	ted you in compl	eting Section	1 th	nat nerson MUST	comple	ite the Pren	arer and/or Ti	ranslator C	ertification	n on Page 3
Section 2. Employer R business days after the em authorized by the Secretar documentation in the Addit	Review and aployee's first ov of DHS, do	d Verification: st day of employ	Employers ment, and m	or th	eir authorized re	epreser	ntative mu	st complete a	and sian S	ection 2	within three
		List A	OF	2	Lis	t B		AND		List C	
Document Title 1											
Issuing Authority											
Document Number (if any)											
Expiration Date (if any)											
Document Title 2 (if any)			Α	ddit	ional Information	on					
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)				Ch	eck here if you use	ed an alt	ternative pr	ocedure author	ized by DH	S to exam	ine documents.
Certification: I attest, under employee, (2) the above-liste best of my knowledge, the e	ed document	ation appears to	be genuine a	nd to	relate to the em				First Da (mm/do	ay of Empl d/yyyy):	oyment
Last Name, First Name and Ti	tle of Employe	er or Authorized Ro	epresentative		Signature of Em	ployer o	r Authorize	d Representati	/e	Today's	Date (mm/dd/yyyy)
Employer's Business or Organ	ization Name		Employe	er's Bu	L usiness or Organiz	ation Ad	ddress, City	or Town, State	e, ZIP Code	 	

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		LIST B	LIST C	
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity AN	D Documents that Establish Employment Authorization	
U.S. Passport or U.S. Passport Card		Driver's license or ID card issued by a State or outlying possession of the United States	A Social Security Account Number card, unless the card includes one of the following	
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address	restrictions: (1) NOT VALID FOR EMPLOYMENT	
Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-		2. ID card issued by federal, state or local	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION	
readable immigrant visa		government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color,	(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
4. Employment Authorization Document that contains a photograph (Form I-766)		and address 3. School ID card with a photograph	Certification of report of birth issued by the Department of State (Forms DS-1350,	
5. For an individual temporarily authorized to work for a specific employer because			FS-545, FS-240)	
of his or her status or parole:		4. Voter's registration card	Original or certified copy of birth certificate issued by a State, county, municipal	
a. Foreign passport; and		5. U.S. Military card or draft record	authority, or territory of the United States	
b. Form I-94 or Form I-94A that has the following:		6. Military dependent's ID card	bearing an official seal 4. Native American tribal document	
(1) The same name as the		7. U.S. Coast Guard Merchant Mariner Card		
passport; and (2) An endorsement of the		8. Native American tribal document	5. U.S. Citizen ID Card (Form I-197)	
individual's status or parole as long as that period of		Driver's license issued by a Canadian government authority	d. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or			For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security
limitations identified on the form. 6. Passport from the Federated States of			10. School record or report card	For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.
Micronesia (FSM) or the Republic of the		11. Clinic, doctor, or hospital record	The Form I-766, Employment	
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		12. Day-care or nursery school record	Authorization Document, is a List A, Item Number 4. document, not a List C document.	
		Acceptable Receipts		
May be prese	entec	in lieu of a document listed above for a t	emporary period.	
		For receipt validity dates, see the M-274.		
Receipt for a replacement of a lost, stolen, or damaged List A document.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C 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.				

^{*}Refer to the Employment Authorization Extensions page on <u>I-9 Central</u> for more information.

Form I-9 Edition 01/20/25 Page 2 of 4



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 05/31/2027

Last Name (Family Name) from Section 1.	First Name (Given Name) 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.

completed Form I-9.					
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	d in the	completion of Section 1 of th	nis form a	and that to	o the best of my
Signature of Preparer or Translator	Signature of Preparer or Translator				
Last Name (Family Name)	Name <i>(Given Name)</i>			Middle Initial (if any)	
		T		-	
Address (Street Number and Name)		City or Town		State	ZIP Code
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	d in the	completion of Section 1 of th	nis form a	and that to	o the best of my
Signature of Preparer or Translator			Date (mn	n/dd/yyyy)	
Last Name (Family Name)	First	First Name (Given Name)			Middle Initial (if any)
Address (Street Number and Name)	City or Town State				ZIP Code
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	d in the	completion of Section 1 of th	nis form a	and that to	o the best of my
Signature of Preparer or Translator			Date (mn	n/dd/yyyy)	
Last Name (Family Name)	First	Name (Given Name)			Middle Initial (if any)
Address (Street Number and Name)		City or Town		State	ZIP Code
I attest, under penalty of perjury, that I have assisted knowledge the information is true and correct.	d in the	completion of Section 1 of th	nis form a	and that to	o the best of my
Signature of Preparer or Translator			Date (mn	n/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)			Middle Initial (if any)	
Address (Street Number and Name)		City or Town		State	ZIP Code

Form I-9 Edition 01/20/25 Page 3 of 4



Last Name (Family Name) from Section 1.

Name of Employer or Authorized Representative

Name of Employer or Authorized Representative

Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security

U.S. Citizenship and Immigration Services

First Name (Given Name) from Section 1.

USCIS Form I-9 Supplement B

OMB No. 1615-0047 Expires 05/31/2027

Middle initial (if any) from Section 1.

Today's Date (mm/dd/yyyy)

Today's Date (mm/dd/yyyy)

(- ,			,	, ,,	
reverification, is rehired wi the employee's name in the completing this page. Kee	ithin three years of the date e fields above. Use a new s p this page as part of the er Guidance for Completing Fo	the original Form I-9 was ection for each reverifica mployee's Form I-9 record	orm I-9. Only use this page completed, or provides pro tion or rehire. Review the F d. Additional guidance can I	of of a legal name o	hange. Enter
Date of Rehire (if applicable)	New Name (if applicable)				
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)		Middle Initial
	ree requires reverification, you orization. Enter the document		present any acceptable List A pelow.	or List C documenta	tion to show
Document Title		Document Number (if any)		Expiration Date (if ar	y) (mm/dd/yyyy)
employee presented doc	umentation, the documenta	tion I examined appears t	yee is authorized to work in to be genuine and to relate to	o the individual who	presented it.
Name of Employer or Authoriz	ed Representative	Signature of Employer or Aut	horized Representative	Today's Date	(mm/dd/yyyy)
Additional Information (Initi	al and date each notation.)				ou used an cedure authorized mine documents.
Date of Rehire (if applicable)	New Name (if applicable)				
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)		Middle Initial
	ree requires reverification, you orization. Enter the document		present any acceptable List A pelow.	or List C documenta	tion to show
Document Title		Document Number (if any)		Expiration Date (if ar	y) (mm/dd/yyyy)
I attest, under penalty of	perjury, that to the best of n	ny knowledge, this emplo	yee is authorized to work in	the United States,	and if the

Additional Information (Initi	al and date each notation.)				ou used an cedure authorized mine documents.
Date of Rehire (if applicable)	New Name (if applicable)				
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)		Middle Initial
	ee requires reverification, you prization. Enter the document		present any acceptable List A o pelow.	or List C documentat	tion to show
Document Title		Document Number (if any)		Expiration Date (if an	y) (mm/dd/yyyy)

employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Signature of Employer or Authorized Representative

Additional Information (Initial and date each notation.)

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

Signature of Employer or Authorized Representative

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.

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.

Department of the Treasury

Your withholding is subject to review by the IRS

internal Revenue Sei	rvice	TOU	withinolan	ig is subject to review by the in	13.		
Step 1:	(a) Firs	st name and middle initial		Last name		(b) So	cial security number
Enter Personal Information	Address City or t	s town, state, and ZIP code		Į.		name card? credit	rour name match the on your social security If not, to ensure you get or your earnings, t SSA at 800-772-1213
	(c)	Single or Married filing separat	ely				o www.ssa.gov.
		Married filing jointly or Qualifyi	ng surviving s	spouse			
		100000 10 0000 10 0000 100000 40 04	NOTES OF	· ried and pay more than half the costs	of keeping up a home for y	ourself ar	d a qualifying individual.)
are completing marital status, deductions, or year, use the e	g this for number r credits estimate	orm after the beginning of t er of jobs for you (and/or yo s. Have your most recent p or again to recheck your w	he year; ex our spouse ay stub(s) f ithholding.	o determine the most accurate pect to work only part of the if married filling jointly), deper rom this year available when se, skip to Step 5. See page	year; or have change idents, other income using the estimator.	s during (not fro At the b	g the year in your m jobs), eginning of next
claim exemption	on from	withholding, and when to	use the est	timator at www.irs.gov/W4Ap	p.		2 2
Step 2: Multiple Job)S	also works. The correct ar	nount of wi	re than one job at a time, or (a thholding depends on income			
or Spouse		Do only one of the followi	ng.				
Works		NT T		<i>W4App</i> for the most accuratelloyment income, use this op-		step (a	nd Steps 3–4). If
		(b) Use the Multiple Jobs	Worksheet	on page 3 and enter the resu	It in Step 4(c) below;	or	
			e accurate	u may check this box. Do the than (b) if pay at the lower pa s more accurate			
				ese jobs. Leave those steps In W-4 for the highest paying j		s. (You	ır withholding will
Step 3:		If your total income will be	\$200,000	or less (\$400,000 or less if ma	arried filing jointly):		
Claim		Multiply the number of	qualifying o	children under age 17 by \$2,0	00 \$		
Dependent and Other		Multiply the number of	other depe	endents by \$500	. \$	_0	
Credits		Add the amounts above for this the amount of any oth		g children and other depende Enter the total here	ents. You may add to	3	\$
Step 4 (optional):		expect this year that w	on't have w	If you want tax withheld f vithholding, enter the amount ds, and retirement income .	of other income here	-	¢
Other Adjustments	S	(b) Deductions. If you exp	ect to clain	n deductions other than the st use the Deductions Workshee	andard deduction and t on page 3 and ente	d k	12
		(c) Extra withholding. Ent	er any addi	itional tax you want withheld e	each pay period	4(c)	\$
Step 5: Sign Here	Under	penalties of perjury, I declare	that this cert	ificate, to the best of my knowled	dge and belief, is true, c	orrect, a	ind complete.
	Emp	loyee's signature (This fo	rm is not va	alid unless you sign it.)	Da	ite	
Employers Only	Employ	yer's name and address			First date of employment	Employ number	er identification (EIN)
	1						

Form W-4 (2025) Page **2**

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.

Form W-4 (2025)

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	1	\$
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	2 a	\$
	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	2b	\$
	c Add the amounts from lines 2a and 2b and enter the result on line 2c	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.	3	
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)	4	\$
	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	1	\$
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	2	\$
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-"	3	\$
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	4	\$
5	Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4	5	\$

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.

Form W-4 (2025) Page **4**

Form W-4 (2025)			Married I	Filina Jo	intly or C	Qualifying	a Survivi	na Spou	se			Page 4
Higher Paying Job							al Taxable					
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 \$70,000 - 79,999	1,020	2,220	3,420	3,770	3,970	4,080	5,080	6,080	7,080 8,080	8,080	9,080	10,080
\$70,000 - 79,999 \$80,000 - 99,999	1,020 1,020	2,220 2,220	3,420 3,420	3,770 4,620	3,970 5,820	5,080 6,930	6,080 7,930	7,080 8,930	9,930	9,080 10,930	10,080 11,930	11,080 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
							Separate	-	2 a la mir			
Higher Paying Job Annual Taxable		740000	***				al Taxable			200 000	*	440000
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 \$40,000 - 59,999	1,020 1,220	1,870 3,070	2,390 4,240	3,390 5,240	4,390 6,240	5,390 7,240	5,890 7,880	5,890 8,080	6,060 8,280	6,260 8,480	6,460 8,680	6,660 8,880
\$60,000 - 79,999	1,220	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
Lligher Deving Joh						Househo	al Taxable	Wane & 9	Salary			
Higher Paying Job Annual Taxable	\$0 -	\$10,000 -	\$20,000 -	\$30,000 -	\$40,000 -	\$50,000 -	\$60,000 -	\$70,000 -	\$80,000 -	\$90,000 -	\$100,000 -	\$110,000-
Wage & Salary	9,999	19,999	29,999	39,999	49,999	59,999	69,999	79,999	89,999	99,999	109,999	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 \$175,000 - 199,999	2,040 2,040	4,440 4,440	6,240 6,640	7,640 8,840	8,860 10,860	10,860 12,860	12,860 14,860	14,860 16,910	16,740 19,090	17,740 20,390	18,940 21,690	20,240 22,990
\$200,000 - 249,999	2,040	5,920	8,520	10,960	13,280	15,580	17,880	20,180	22,360	23,660	24,960	26,260
\$250,000 - 249,999	2,720	6,470	9,370	11,870	14,190	16,490	18,790	21,090	23,280	24,580	25,880	27,180
\$450,000 = 449,999 \$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
\$.00,000 and 0ver	5, 170	0,040	0,040	12,540	10,100	17,000	20,100			20,000	20,000	

Employee's Wisconsin Withholding Exemption Certificate/New Hire Reporting

Employee's Section (Print clearly)

Linployee 5 Section (Fillit deally)						
Employee's legal name (first name, middle initial, last name)			Social security number		Single	
Employee's address (number and street)			Date of birth	 	Married	
					Married, but withhold at higher Single	
City	State	Zip code	Date of hire		rate. Note: If married, but legally separated, check the Single box.	
FIGURE YOUR TOTAL WITHHOLDING EXEM Complete Lines 1 through 3 1. (a) Exemption for yourself – enter 1						
(b) Exemption for your spouse – enter 1						
(c) Exemption(s) for dependent(s) – you are	entitled	to claim an exen	nption for each dependent			
(d) Total – add lines (a) through (c)						
2. Additional amount per pay period you want d	educted (if your employe	r agrees)			
3. I claim complete exemption from withholding	(see inst	ructions). Enter	"Exempt"			
I CERTIFY that the number of withholding exemptions c withholding, I certify that I incurred no liability for Wisco						
Signature			Date Signed		,	

EMPLOYEE INSTRUCTIONS:

WHO MUST COMPLETE:

Effective on or after January 1, 2020, every newly-hired employee is required to provide a completed Form WT-4 to each of their employers. Form WT-4 will be used by your employer to determine the amount of Wisconsin income tax to be withheld from your paychecks. If you have more than one employer, you should claim a smaller number or no exemptions on each Form WT-4 provided to employers other than your principal employer so that the total amount withheld will be closer to your actual income tax liability.

You must complete and provide your employer a new Form WT-4 within 10 days if the number of exemptions previously claimed DECREASES.

You may complete and provide to your employer a new Form WT-4 at any time if the number of your exemptions INCREASES.

Your employer may also require you to complete this form to report your hiring to the Department of Workforce Development.

· UNDER WITHHOLDING:

If sufficient tax is not withheld from your wages, you may incur additional interest charges under the tax laws. In general, 90% of the net tax shown on your income tax return should be withheld.

• OVER WITHHOLDING:

If you are using Form WT-4 to claim the maximum number of exemptions to which you are entitled and your withholding exceeds your expected income tax liability, you may use Form WT-4A to minimize the over withholding.

WT-4 Instructions – Provide your information in the employee section.

LINE 1

(a)-(c) Number of exemptions – Do not claim more than the correct number of exemptions. If you expect to owe more income tax for the year than will be withheld if you claim every exemption to which you are entitled, you may increase your withholding by claiming a smaller number of exemptions on lines 1(a)-(c) or you may enter into an agreement with your employer to have additional amounts withheld (see instruction for line 2).

(c) Dependents – Those persons who qualify as your dependents for federal income tax purposes may also be claimed as dependents for Wisconsin purposes. The term "dependents" does not include you or your spouse. Indicate the number of dependents that you are claiming in the space provided.

LINE 2:

Additional withholding – If you have claimed "zero" exemptions on line 1, but still expect to have a balance due on your tax return for the year, you may wish to request your employer to withhold an additional amount of tax for each pay period. If your employer agrees to this additional withholding, enter the additional amount you want deducted from each of your paychecks on line 2.

• LINE 3:

Exemption from withholding – You may claim exemption from withholding of Wisconsin income tax if you had no liability for income tax for last year, and you expect to incur no liability for income tax for this year. You may not claim exemption if your return shows tax liability before the allowance of any credit for income tax withheld. If you are exempt, your employer will not withhold Wisconsin income tax from your wages.

You must revoke this exemption (1) within 10 days from the time you expect to incur income tax liability for the year or (2) on or before December 1 if you expect to incur Wisconsin income tax liabilities for the next year. If you want to stop or are required to revoke this exemption, you must complete and provide a new Form WT-4 to your employer showing the number of withholding exemptions you are entitled to claim. This certificate for exemption from withholding will expire on April 30 of next year unless a new Form WT-4 is completed and provided to your employer before that date.

Employer's Section

Employer's name				Federal Employer ID Number
Employer's payroll address (number and street)		City	State	Zip code
Completed by	Title	Phone number	Email	

EMPLOYER INSTRUCTIONS for Department of Revenue:

- If you do not have a Federal Employer Identification Number (FEIN), contact the Internal Revenue Service to obtain a FEIN.
- If the employee has claimed more than 10 exemptions OR has claimed complete exemption from withholding and earns more than \$200.00 a week or is believed to have claimed more exemptions than they are entitled to, mail a copy of this certificate to: Wisconsin Department of Revenue, Audit Bureau, PO Box 8906, Madison WI 53708 or fax (608) 267-0834.
- Keep a copy of this certificate with your records. If you have questions about the Department of Revenue requirements, call (608) 266-2772 or (608) 266-2776.

EMPLOYER INSTRUCTIONS for New Hire Reporting:

- This report contains the required information for reporting a New Hire to Wisconsin. If you are reporting new hires electronically, you do not need to forward a copy of this report to the Department of Workforce Development. Visit https://dwd.wi.gov/uinh/ to report new hires.
- If you do not report new hires electronically, mail the original form to the Department of Workforce Development, New Hire Reporting, PO Box 14431, Madison WI 53708-0431 or fax toll free to 1-800-277-8075.
- If you have questions about New Hire requirements, call toll free (888) 300-HIRE (888-300-4473). Visit dwd.wi.gov/uinh/ for more information.

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of August 23, 2023: sec. 71.66, <u>Wis. Stats.</u>, and sec. Tax 2.92, <u>Wis. Adm. Code</u>.

The address will be displayed appropriately in a left window envelope.

DEPARTMENT OF WORKFORCE DEVELOPMENT NEW HIRE REPORTING PO BOX 14431 MADISON WI 53708-0431

AUTHORIZATION FOR DIRECT DEPOSIT

Complete this form for each employee or contractor electing direct deposit.

I authorize	e	to deposit	my pay
automatic	ally to the account(s) indicated b	elow and, if necessary, to adjust	or reverse a
deposit for	r any payroll entry made to my a	ccount in error. This authorization	on will remain
in effect u	ntil I cancel it in writing and in su	uch time as to afford	
	a n	easonable opportunity to act on	it.
Primary I	Direct Deposit		
Name on I	bank account:		
Bank acco	unt number:	Checking	_ Savings
Bank routi	ing number:		
Amount:	\$ or e	ntire paycheck:	
	*Balance of pay to:		
	Manual (paper che	ck)	
	Secondary account	described below	
	*Note: Split payments are not	available for contractors.	
Secondar	ry Direct Deposit (balance after	direct deposit entry above)	
Name on I	bank account:		
	unt number:		
	Ing number:		
Importar	t: Please attach a voided check i	for each bank account to which f	unds should
be deposit			
= (30)			
Employee	e/Contractor signature:		
Payers: D	on't send us this form with your	Direct Deposit enrollment. Keep	for your

records.

EMPLOYEE INFORMATION SHEET

Complete this form for each employee.

General Information	a					
Employee Name Address City, State, Zlp Email Address			Birth Date MM/DD/YY Hire Date MM/DD/YY Social Security No Gender			
Direct Deposit Information						
Will this employee be paid by direct	dep	osit?				
☐ Yes. If so, please complete the A	luth	orization of Direct Depo	sit form			
□ No						
Tax Information						
Please attach or specify the following	Inf	ormation for this emplo	yee:			
☐ Attach completed federal Form W	1-4					
☐ Attach completed state withhold		orm. Only applicable if	state incom	e tax and filing		
status/allowances are different fr	F.					
☐ Specify any payroll taxes that thi			euch as st	ate unemployment social		
	3 61	ilployee is exempt from	, 3001 03 30	ace offeripleyment, social		
security, or Medicare:						
Specify any local taxes that need to be withheld from this employee's paycheck:						
appeary arry received arrangement		be manned from and of				
Notes:						
Pay Information						
Which types of pay does this employ	ree i	receive?				
☐ Salary \$ per		Overtime Pay		Clergy Housing (Cash)		
		Double Overtime		Clergy Housing (In-KInd)		
Hourly Rates (up to 8 different)		Sick Pay	C	Bereavement Pay		
\$/ hour \$/ hour	0	Holiday Pay		Group Term Life Insurance		
		Vacation Pay	0	S-Corp Owners Health Ins.		
\$/hour		Bonus Commission		Personal Use of Company Car Other:		
□ \$/ hour		Allowance	u	Other:		
□ \$/ hour		Reimbursement				
□ \$/ hour		Cash Tips				
□ \$/ hour		Paycheck Tips				

Call Dhama			
Cell Phone	 		
Carrian			
Carrier		 	
Schedulefly sign up			
Copy of Drivers License			
*			

EMPLOYEE HANDBOOK FORM

EMPLOYEE NAME:					
DATE:					
	I agree to a non-compete relative to marketing strategies.				
	I understand the mutual respect policy.				
	I have read & understand the employee handbook.				



CONTACT INFORMATION

MANAGERS

Ryan Lipke: (608) 484-1045 **Chris Malenke**: (608) 386-0605 **Lisa Black**: (608) 317-9238

OWNERS

Rick Severson: (608) 498-3760 **Lori Severson**: (608) 792-5915

TRAINERS/SEVERSON & ASSOCIATES TEAM

Carla Brown: (608) 790-1756

Tina Severson: (608) 386-3673 - Campspot Administrator Approval

Danielle Todd: (608) 386-0752 - Social Media Approval



GENERAL PHONE

Reservations/Campground: 608-582-2995

Bar & Grill: 608-582-3707

Maintenance/Security: 608-498-3760



EMAIL

camp@championsriversideresort.com



WEBSITE

www.championsriversideresort.com



ADDRESS

W16751 Pow Wow Lane, Galesville, WI 54630

SOCIAL MEDIA



Facebook - Campground

facebook.com/champsriversideresort

Facebook -Bar & Grill

facebook.com/ChampionsRiversideResort/

Instagram

@championsriverside

Pinterest

pinterest.com/champsriverside/