



The Tax Cycle and Job Paperwork

Student Activity Packet

UNIT: TAXES

Name:

Students will be able to:

- Identify important dates within the tax cycle
- Compare tax forms and their purpose
- Analyze a W-4 form



INTRO

PROMPT:

Use the space below to answer the prompt.

1. For the following topics related to taxes, choose whether you are *very confident*, *somewhat confident*, or *not confident at all*.

- Important tax dates and deadlines throughout the year
- The multiple different tax forms and their purpose
- What taxes-related tasks need to be completed when I start a new job or change jobs



DO IT

ACTIVITY: RESEARCH: The Tax Cycle

The commonly used term “tax season” might make you think everything to do with taxes happens at once. In reality, there are important dates and deadlines throughout the entire year. Follow the directions on the worksheet to complete this activity.

ACTIVITY: COMPARE: Tax Forms and Their Purpose

No matter what part of the tax cycle you're in, there are different forms that will be crucial in preparing and filing your taxes. The more you know about these forms, the easier they will be to manage when you're using them. Follow the directions on the worksheet to complete this activity.

LEARN IT

EDPUZZLE: What You Need to Know About Form W-4

In the last resource you learned how the W-4 form is different from other tax forms. Let's take another look at this important tax form you'll need to fill out when you get a new job. Watch this video and follow your teacher's directions to answer the questions either in your student activity packet or within the EdPuzzle itself.

NOTE: EdPuzzle videos shuffle answer choices and do not always match the order provided in the lesson here.

- 1. Which of the following statements about the W-4 form is TRUE? (select all that apply)**
 - a. The purpose of the form is to provide employees with reported wage and salary information
 - b. This form is given to employees every January
 - c. This form is given to employees on their first day on the job
 - d. The purpose of the form is to let employers know how much money to withhold from an employee's paycheck for taxes

- 2. Miguel has been working at his job for 3 years and already filled out a W-4 when he was first hired. This year, he just got married and is planning on filing his taxes jointly with his spouse. What should he do?**
 - a. Email his HR department that they need to update his W-4
 - b. Keep the same information on his W-4
 - c. Request to fill out a new W-4 from his employer
 - d. Wait until next April to fill out a new W-4

- 3. You will need to include all of the following information on a W-4 form EXCEPT...**
 - a. Name and address
 - b. Earned income from previous job
 - c. Social Security number
 - d. Marital status



DO IT

ACTIVITY: **FINE PRINT: W-4 Form**

The W-4 form is important because it determines how taxes will be withheld from your paycheck. This activity will give you a chance to analyze a sample W-4 so you're more confident when it's time for you to fill one out. Follow the directions on the worksheet to complete this activity.



EXIT TICKET

Follow your teacher's directions to complete the Exit Ticket.