

**IMPORTANT THINGS TO KNOW ABOUT YOUR
ELECTION PAY**

REQUIRED PAPERWORK:

1. Completed W-4
2. Completed I-9 (current photo ID, Social Security Card OR Passport – NO COPIES)
3. Completed Contact Information Sheet
4. Direct Deposit form with a voided check

IRS PAY RULES:

1. Income taxes ARE NOT withheld from your pay;
2. Social Security & Medicare taxes ARE NOT withheld from your pay if you earn less than \$2,000 in the calendar year; and
3. If you earn more than \$2,000 in pay for the calendar year, the entire amount paid in that year is taxed Social Security and Medicare at one time, any payment after that through the end of the year will be taxed as well.

PAY RATE:

Presiding/Alternate Judges: \$12/hr.

Clerks: \$10/hr.

PAY POLICY:

You may be compensated for up to 1 hour of setup prior to the start of early voting and/or Election Day and up to 30 minutes for break-down of the polling location at the end of early voting and/or Election Day. If circumstances require an extension of time to complete these tasks, contact the Elections Department to obtain approval.

With the exception to the time described above, you should arrive no earlier than 15 minutes prior to the start of each voting day and leave no later than 15 minutes after the end of each voting day. Time indicated on your compensation sheet outside of the approved schedule will be removed and you will be notified in writing.