

H&H Road Boring Company
14157 East 580 Road
Inola, Oklahoma 74036
Phone: 918-543-2268 Fax: 918-543-3766

Employment Application		
Date:		
Last:	First:	MI
Address:		
City:	State:	Zip:
Phone:	Cell:	
SS#:		DOB:
Present or Previous Employer		Date of Emp:
Address:		Phone:
Job Title and Duties:		
Starting Salary:	Ending Salary:	Reason for Leaving:
Previous Employer		Date of Emp:
Address:		Phone:
Job Title and Duties:		
Starting Salary:	Ending Salary:	Reason for Leaving:

WE REQUIRE DRUG TESTING

References-

Name:	Address:	Phone:

School	Dates	Graduate (Y/N)
High School		
College		
Trade or Other		
Trade or Other		

Drivers License #:
State

List 2 Emergency Contacts		
Name/Relationship	Address	Phone

Applicant's Signature: _____

Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other a-edits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

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

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent .	A
	• You are single and have only one job; or	
B	Enter "1" if: (B
	• You are married, have only one job, and your spouse does not work; or	
	• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) .	C
D	Enter number of dependents (other than your spouse or yourself you will claim on your tax return .	D
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.	
	• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.	
	For accuracy,	
	• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child .	G
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) .	H
	• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.	
	• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.	
	• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below .	

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4	Employee's Withholding Allowance Certificate	OMS No. 1545-0074
Department of the Treasury Internal Revenue Service	... Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	@16
1 Your first name and middle initial	Last name	Your social security number
Home address (number and street or rural route)		3 <input checked="" type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the 'Single' box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-922-1213 for a replacement card. <input type="radio"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	5 6 \$
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.		
<ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. 		
If you meet both conditions, write "Exempt" here , 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.)		Date
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2016 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1952) of your income, and miscellaneous deductions. For 2016, you may have to reduce your itemized deductions if your income is over \$311,300 and you are married filing jointly or are a qualifying widow(er); \$285,350 if you are head of household; \$259,400 if you are single and not head of household or a qualifying widow(er); or \$155,650 if you are married filing separately. See Pub. 505 for details. 1 \$ _____
- 2 Enter: \$12,600 if married filing jointly or qualifying widow(er)
\$9,300 if head of household
\$6,300 if single or married filing separately 2 \$ _____
- 3 Subtract line 2 from line 1. If zero or less, enter "-0-" 3 \$ _____
- 4 Enter an estimate of your 2016 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$ _____
- 5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2016 Form W-4* worksheet in Pub. 505.) 5 \$ _____
- 6 Enter an estimate of your 2016 nonwage income (such as dividends or interest) 6 \$ _____
- 7 Subtract line 6 from line 5. If zero or less, enter "-0-" 7 \$ _____
- 8 Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction 8 _____
- 9 Enter the number from the Personal Allowances Worksheet, line H, page 1 9 _____
- 10 Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1 10 _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note: Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet) 1 _____
 - 2 Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2 _____
 - 3 If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here. If zero, enter "-0-" and on Form W-4, line 5, page 1. Do not use the rest of this worksheet. 3 _____
- Note: If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet 4 _____
 - 5 Enter the number from line 1 of this worksheet 5 _____
 - 6 Subtract line 5 from line 4. 6 _____
 - 7 Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here 7 \$ _____
 - 8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
 - 9 Divide line 8 by the number of pay periods remaining in 2016. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2016. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

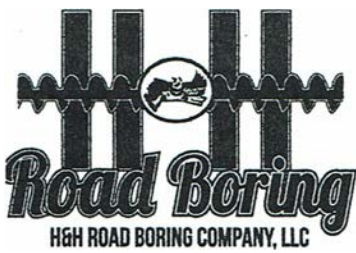
Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are-	Enter on line 2 above	If wages from LOWEST paying job are-	Enter on line 2 above	If wages from HIGHEST paying job are-	Enter on line 7 above	If wages from HIGHEST paying job are-	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$9,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
6,001 - 14,000	1	9,001 - 17,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 25,000	2	17,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
25,001 - 27,000	2	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	3	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	4	44,001 - 75,000	5	405,001 and over	1,600		
44,001 - 55,000	5	75,001 - 85,000	6				
55,001 - 65,000	6	85,001 - 110,000	7				
65,001 - 75,000	7	110,001 - 125,000	8				
75,001 - 80,000	8	125,001 - 140,000	9				
80,001 - 100,000	9	140,001 and over	10				
100,001 - 115,000	10						
115,001 - 130,000	11						
130,001 - 140,000	12						
140,001 - 150,000	13						
150,001 and over	14						
	15						

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(1)(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 who claims no withholding allowances; 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 possessions 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.

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



14157E. 580 Rd. Inola, OK 74036
Office: 918-543-2268 FAX: 918-543-3766
Email: h-hborin,q@tds.net

Employment Verification

Applicants Release: Please provide H&H Road Boring Company, LLC with any and all information that is requested in this form as well as any other information relevant to my qualifications as an employee.

Signature: _____

Date _____

FOR OFFICE USE ONLY

TO= _____

Phone: _____ Fax: _____

The following individual has applied for a position that would require driving with H&H Road Boring Company, LLC. In accordance with the FMCSA regulations, please provide the following information;

Applicant's Name: _____ SS#: _____ Date: _____

The applicants states that he/she was employed by you from ___/___/___ until ___/___/___ as a _____

Are the dates correct? YES/NO

If not correct, please provide the actual dates of employments: ___/___/___ until ___/___/___

Did he/she drive a commercial truck for your company? YES/NO What type of equipment? _____

Over the road or local? _____ Why did the applicants leave your company? _____

Is he/she eligible for rehire? YES/NO Was his/her safety record with you satisfactory? YES/NO

If not, please explain: _____

Did the applicants have any accidents? YES/NO

If yes, please describe: _____

Was his/her safety record with you satisfactory? YES/NO

If No, Please explain: _____

Is there any reason that the applicant should not be considered eligible for employment as a Commercial Driver? YES/NO

If yes, please explain: _____

In the past THREE years, has the applicant: Had an alcohol test with a result of 0.04 or greater? YES/NO

Had a verified positive DOT Drug Test? YES/NO Refused to be tested for drugs or alcohol? YES/NO

Requested in accordance with regulations of the Federal Highway Admin, title 49 sect 382, 405, 382.413, 383.35, 391.23 and 391.27

The name or signature of the person providing this information: _____ Date: _____

Title: _____ Name of Company: _____

BACKGROUND CHECK FORM

Ver Hoef Information Sources, LLC

19606E. 37thSt. So. - Broken Arrow, OK 74014

Business (918) 231-2476 - Toll Free Fax (877) 741-7401 - Email jjvisllc@outlook.com

Standard (Please place checkmark if required)

- | | |
|---|---|
| ___ Criminal 7 year
___ Criminal 10 year
___ Civil
___ Credit Report
___ Record Retrieval | __ Social Security Verification
Sex Offender
___ MVR Report
D.L.# <u> </u> / <u> </u> <u> </u>
(St) (DL #) |
|---|---|

Date of Request: _____ Requested By: _____

Name: _____
 Last First Middle

DOB: _____ / _____ 19 ____ SSN: _____

Aliases

Please complete only if maiden or AKA name is to be checked. Indicate all names that are to be checked.

Name(s): _____

Places of residence for the past seven (7) years beginning with the MOST RECENT:
It is important to list the Zip code and EXACT NAME of the city you reside or resided in.

Address: _____	From: _____	To: _____
City: _____ County: _____	ST	Zip: _____

Address: _____	From: _____	To: _____
City: _____ County: _____	ST	Zip: _____

Address: _____	From: _____	To: _____
City: _____ County: _____	ST	Zip: _____

Address: _____	From: _____	To: _____
City: _____ County: _____	ST	Zip: _____

PRE-EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including Motor Vehicle Check, Credit Check, Criminal Felony, Misdemeanor convictions reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to any criminal experiences.

I authorize without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby consent to your obtaining the above information from VER HOEF INFORMATION SOURCES, LLC and or any of their licensed agents. I understand to aid in the proper identification of my file or records the following information, as well as other information, is necessary.

Print Name: _____

Applicant's Signature: _____ Date: _____