

Adjunct & Hourly Instructions for completing employment packet

**If you are not enrolled at NOC as a full time student you cannot be considered a student worker. You must complete the employment packet for an Adjunct and Hourly employee.**

1. Employee Record Form - All new employees must complete.
2. Loyalty Oath – This document is required by the State of Oklahoma. Complete and sign your name on the “Affiant’s Signature” line and have this document notarized. The Administrative Assistant to the Stillwater Campus and the Enid Campus are notaries and can notarize your document. All the employees in the Human Resource department are notaries. This document must be returned before the employee can be paid.
3. Federal W-4 – Make sure the appropriate taxes are withheld by completing and returning this document. If you wish to have additional Federal taxes withheld please put that amount on number 6 to the right of the dollar sign. If you wish to have additional state taxes withheld, please write the word State and the additional amount in the margin with your initials.
4. The I-9 Form – This is a federally mandated employment eligibility verification document. This completed form and a copy of your driver’s license and social security card proving your employment eligibility must be submitted before your first working day. Keeping a copy of your social security card is a recommendation from the Social Security Administration and Internal Revenue Service.
5. The Human Resources department has to complete the E-verify verification within the first three days of a new employees start date. This information is compiled from the I-9 Form.
6. All new employees are required to read the Drug-Free workplace statement and certify their compliance by signing.
7. Complete the Direct Deposit Letter. If you have been employed by any other state agency in Oklahoma it is very important that HR is aware of this. Inaccurate information could delay you being added to the payroll system.
  - Legislation passed by the State of Oklahoma makes direct deposits mandatory for all state employees. Effective January 1, 2005 all new employees must use direct deposit, and all existing employees had to be switched to direct deposit no later than June 2007. On your first payday, contact your financial institution to confirm that your pay was deposited into your account.
8. Complete the Direct Deposit Form and attach a voided check or a letter from your bank with your bank routing number and your account number. **Deposit slips are not accepted.**
9. Complete the Teachers’ Retirement Option Form. Please read carefully and if you have questions contact the HR department at 580-628-6263.
10. Please read and sign the Handbook Acknowledgment.
11. Sign the first page of the New Health Insurance Marketplace Coverage letter. This is a federally mandated requirement for all employees.

Employees can view and/or print their past or present pay stubs through their myNOC, enter Username and Password, click on the Employee Info tab.

**NORTHERN OKLAHOMA COLLEGE****Employee – Record Form**

<b>Name:</b>		<b>Maiden Name or Other Name Used Previously at NOC:</b>	
<b>Street:</b>		<b>SSN:</b>	<b>Date of Birth:</b>
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Emergency Contact Name:</b>	<b>Emergency Contact Number:</b>		<b>Your Cell Phone Number:</b>
<b>Ethnicity:</b> <b>Non-resident Alien</b> <input type="radio"/>	<b>Black/African American</b> <input type="radio"/> <b>Asian</b> <input type="radio"/> <b>Native Hawaiian or Other Pacific Islander</b> <input type="radio"/>	<b>White</b> <input type="radio"/> <b>Two or more races</b> <input type="radio"/> <b>American Indian or Alaska Native</b> <input type="radio"/> <b>Hispanic/ Latino</b> <input type="radio"/> <b>Race and ethnicity unknown</b> <input type="radio"/>	
<b>Personal Email Address:</b>			
<b>Highest Degree Earned:</b>			
<b>Institution of Highest Degree Earned:</b>			
<b>Emphasis of Degree:</b>			
<b>Major Employer ( if not NOC):</b>			
<b>Division:</b>	<b>Adjunct</b> <u>      </u> <b>Full-Time</b> <u>      </u> <b>Hourly</b> <u>      </u>	<b>Start Date:</b>	
<b>Course(s) to be Taught:</b>			
<b>Number of years taught in Higher Education:</b>			
<b>Campus Site of Instruction:</b>			

Northern Oklahoma College Agency 490

1220 East Grand, P.O. Box 310, Tonkawa, OK 74653

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Typed or Printed Name of Officer or Employee

## **LOYALTY OATH**

(51 O.S. §36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am an Employee of Northern Oklahoma College.

X \_\_\_\_\_

Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public, Kay County, State of Oklahoma

My Commission Expires \_\_\_\_\_. Commission No.: \_\_\_\_\_

**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.

Your withholding is subject to review by the IRS.

**2026****Step 1:  
Enter  
Personal  
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
<b>Caution:</b> To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.		

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate . . . . .

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:  
Claim  
Dependent  
and Other  
Credits**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

- (a) Multiply the number of qualifying children under age 17 by \$2,200 . . . . .
- (b) Multiply the number of other dependents by \$500 . . . . .

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . .

3	\$	

**Step 4:  
Other  
Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .

4(a)	\$

(b) **Deductions.** Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . . . .

4(b)	\$

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . . . . .

4(c)	\$

Exempt from  
withholding

I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 . . .

**Step 5:  
Sign  
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Employee's signature** (This form is not valid unless you sign it.)

**Date**

**Employers  
Only**

Employer's name and address

First date of  
employment

Employer identification  
number (EIN)

## 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](http://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 2026 if you meet both of the following conditions: you had no federal income tax liability in 2025 **and** you expect to have no federal income tax liability in 2026. You had no federal income tax liability in 2025 if (1) your total tax on line 24 on your 2025 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), 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 2026 tax return. To claim exemption from withholding, certify that you meet both of the conditions by checking the box in the *Exempt from withholding* section. 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 16, 2027.

**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](http://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](http://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 of tax withheld 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 (and/or your spouse if married filing jointly) must have the required social security number to claim certain credits. 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.

**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 15, if you expect to claim deductions other than the basic standard deduction on your 2026 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for qualified tips, overtime compensation, and passenger vehicle loan interest; student loan interest; IRAs; and seniors. You (and/or your spouse if married filing jointly) must have the required social security number to claim certain deductions. For additional eligibility requirements, see Pub. 501.

**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 when you file your tax return.

**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](http://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 5. 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 5 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 . . . . .

2a \$ \_\_\_\_\_

**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 5 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 (plus any other additional amount you want withheld) . . . . .

4 \$ \_\_\_\_\_

## Step 4(b) – Deductions Worksheet (Keep for your records.)



See the Instructions for Schedule 1-A (Form 1040) for more information about whether you qualify for the deductions on lines 1a, 1b, 1c, 3a, and 3b.

<p><b>1</b> Deductions for qualified tips, overtime compensation, and passenger vehicle loan interest.</p> <p><b>a Qualified tips.</b> If your total income is less than \$150,000 (\$300,000 if married filing jointly), enter an estimate of your qualified tips up to \$25,000 . . . . .</p> <p><b>b Qualified overtime compensation.</b> If your total income is less than \$150,000 (\$300,000 if married filing jointly), enter an estimate of your qualified overtime compensation up to \$12,500 (\$25,000 if married filing jointly) of the “and-a-half” portion of time-and-a-half compensation . . . . .</p> <p><b>c Qualified passenger vehicle loan interest.</b> If your total income is less than \$100,000 (\$200,000 if married filing jointly), enter an estimate of your qualified passenger vehicle loan interest up to \$10,000 . . . . .</p> <p><b>2</b> Add lines 1a, 1b, and 1c. Enter the result here . . . . .</p> <p><b>3 Seniors age 65 or older.</b> If your total income is less than \$75,000 (\$150,000 if married filing jointly):</p> <p><b>a</b> Enter \$6,000 if you are age 65 or older before the end of the year . . . . .</p> <p><b>b</b> Enter \$6,000 if your spouse is age 65 or older before the end of the year and has a social security number valid for employment . . . . .</p> <p><b>4</b> Add lines 3a and 3b. Enter the result here . . . . .</p> <p><b>5</b> Enter an estimate of your student loan interest, deductible IRA contributions, educator expenses, alimony paid, and certain other adjustments from Schedule 1 (Form 1040), Part II. See Pub. 505 for more information . . . . .</p> <p><b>6 Itemized deductions.</b> Enter an estimate of your 2026 itemized deductions from Schedule A (Form 1040). Such deductions may include qualifying:</p> <p><b>a Medical and dental expenses.</b> Enter expenses in excess of 7.5% (0.075) of your total income . . . . .</p> <p><b>b State and local taxes.</b> If your total income is less than \$505,000 (\$252,500 if married filing separately), enter state and local taxes paid up to \$40,400 (\$20,200 if married filing separately) . . . . .</p> <p><b>c Home mortgage interest.</b> If your home acquisition debt is less than \$750,000 (\$375,000 if married filing separately), enter your home mortgage interest expense (including mortgage insurance premiums) . . . . .</p> <p><b>d Gifts to charities.</b> Enter contributions in excess of 0.5% (0.005) of your total income . . . . .</p> <p><b>e Other itemized deductions.</b> Enter the amount for other itemized deductions . . . . .</p> <p><b>7</b> Add lines 6a, 6b, 6c, 6d, and 6e. Enter the result here . . . . .</p> <p><b>8 Limitation on itemized deductions.</b></p> <p><b>a</b> Enter your total income . . . . .</p> <p><b>b</b> Subtract line 4 from line 8a. If line 4 is greater than line 8a, enter -0- here and on line 10. Skip line 9 . . . . .</p> <p><b>9</b> Enter: { • \$768,700 if you’re married filing jointly or a qualifying surviving spouse • \$640,600 if you’re single or head of household • \$384,350 if you’re married filing separately } . . . . .</p> <p><b>10</b> If line 9 is greater than line 8b, enter the amount from line 7. Otherwise, multiply line 7 by 94% (0.94) and enter the result here . . . . .</p> <p><b>11 Standard deduction.</b></p> <p>Enter: { • \$32,200 if you’re married filing jointly or a qualifying surviving spouse • \$24,150 if you’re head of household • \$16,100 if you’re single or married filing separately } . . . . .</p> <p><b>12 Cash gifts to charities.</b> If you take the standard deduction, enter cash contributions up to \$1,000 (\$2,000 if married filing jointly) . . . . .</p> <p><b>13</b> Add lines 11 and 12. Enter the result here . . . . .</p> <p><b>14</b> If line 10 is greater than line 13, subtract line 11 from line 10 and enter the result here. If line 13 is greater than line 10, enter the amount from line 12 . . . . .</p> <p><b>15</b> Add lines 2, 4, 5, and 14. Enter the result here and in Step 4(b) of Form W-4 . . . . .</p>	<p><b>1a</b> \$ _____</p> <p><b>1b</b> \$ _____</p> <p><b>1c</b> \$ _____</p> <p><b>2</b> \$ _____</p> <p><b>3a</b> \$ _____</p> <p><b>3b</b> \$ _____</p> <p><b>4</b> \$ _____</p> <p><b>5</b> \$ _____</p> <p><b>6a</b> \$ _____</p> <p><b>6b</b> \$ _____</p> <p><b>6c</b> \$ _____</p> <p><b>6d</b> \$ _____</p> <p><b>6e</b> \$ _____</p> <p><b>7</b> \$ _____</p> <p><b>8a</b> \$ _____</p> <p><b>8b</b> \$ _____</p> <p><b>9</b> \$ _____</p> <p><b>10</b> \$ _____</p> <p><b>11</b> \$ _____</p> <p><b>12</b> \$ _____</p> <p><b>13</b> \$ _____</p> <p><b>14</b> \$ _____</p> <p><b>15</b> \$ _____</p>
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**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.

**Married Filing Jointly or Qualifying Surviving Spouse**

<b>Higher Paying Job Annual Taxable Wage &amp; Salary</b>	<b>Lower Paying Job Annual Taxable Wage &amp; Salary</b>											
	\$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	\$480	\$850	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020
\$10,000 - 19,999	0	480	1,480	1,850	2,050	2,220	2,220	2,220	2,220	2,220	2,220	2,620
\$20,000 - 29,999	480	1,480	2,480	3,050	3,250	3,420	3,420	3,420	3,420	3,420	3,820	4,820
\$30,000 - 39,999	850	1,850	3,050	3,620	3,820	3,990	3,990	3,990	3,990	4,390	5,390	6,390
\$40,000 - 49,999	850	2,050	3,250	3,820	4,020	4,190	4,190	4,190	4,590	5,590	6,590	7,590
\$50,000 - 59,999	1,020	2,220	3,420	3,990	4,190	4,360	4,360	4,760	5,760	6,760	7,760	8,760
\$60,000 - 69,999	1,020	2,220	3,420	3,990	4,190	4,360	4,760	5,760	6,760	7,760	8,760	9,760
\$70,000 - 79,999	1,020	2,220	3,420	3,990	4,190	4,760	5,760	6,760	7,760	8,760	9,760	10,760
\$80,000 - 99,999	1,020	2,220	3,420	4,240	5,440	6,610	7,610	8,610	9,610	10,610	11,610	12,610
\$100,000 - 149,999	1,870	4,070	6,270	7,840	9,040	10,210	11,210	12,210	13,210	14,210	15,360	16,560
\$150,000 - 239,999	1,870	4,100	6,500	8,270	9,670	11,040	12,240	13,440	14,640	15,840	17,040	18,240
\$240,000 - 319,999	2,040	4,440	6,840	8,610	10,010	11,380	12,580	13,780	14,980	16,180	17,380	18,580
\$320,000 - 364,999	2,040	4,440	6,840	8,610	10,010	11,380	12,580	13,860	15,860	17,860	19,860	21,860
\$365,000 - 524,999	2,720	5,920	9,390	12,260	14,760	17,230	19,530	21,830	24,130	26,430	28,730	31,030
\$525,000 and over	3,140	6,840	10,540	13,610	16,310	18,980	21,480	23,980	26,480	28,980	31,480	33,990

**Single or Married Filing Separately**

<b>Higher Paying Job Annual Taxable Wage &amp; Salary</b>	<b>Lower Paying Job Annual Taxable Wage &amp; Salary</b>											
	\$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	\$90	\$850	\$1,020	\$1,020	\$1,020	\$1,070	\$1,870	\$1,870	\$1,870	\$1,870	\$1,870	\$1,970
\$10,000 - 19,999	850	1,780	1,980	1,980	2,030	3,030	3,830	3,830	3,830	3,830	3,930	4,130
\$20,000 - 29,999	1,020	1,980	2,180	2,230	3,230	4,230	5,230	6,030	6,030	6,130	6,330	6,530
\$30,000 - 39,999	1,020	1,980	2,230	3,230	4,230	5,230	6,030	6,030	6,130	6,330	6,530	6,730
\$40,000 - 59,999	1,020	2,880	4,080	5,080	6,080	7,080	7,950	8,150	8,350	8,550	8,750	8,950
\$60,000 - 79,999	1,870	3,830	5,030	6,030	7,100	8,300	9,300	9,500	9,700	9,900	10,100	10,300
\$80,000 - 99,999	1,870	3,830	5,100	6,300	7,500	8,700	9,700	9,900	10,100	10,300	10,500	10,700
\$100,000 - 124,999	2,030	4,190	5,590	6,790	7,990	9,190	10,190	10,390	10,590	10,940	11,940	12,940
\$125,000 - 149,999	2,040	4,200	5,600	6,800	8,000	9,200	10,200	10,950	11,950	12,950	13,950	14,950
\$150,000 - 174,999	2,040	4,200	5,600	6,800	8,150	10,150	11,950	12,950	13,950	14,950	16,170	17,470
\$175,000 - 199,999	2,040	4,200	6,150	8,150	10,150	12,150	13,950	15,020	16,320	17,620	18,920	20,220
\$200,000 - 249,999	2,720	5,680	7,880	10,140	12,440	14,740	16,840	18,140	19,440	20,740	22,040	23,340
\$250,000 - 449,999	2,970	6,230	8,730	11,030	13,330	15,630	17,730	19,030	20,330	21,630	22,930	24,240
\$450,000 and over	3,140	6,600	9,300	11,800	14,300	16,800	19,100	20,600	22,100	23,600	25,100	26,610

**Head of Household**

<b>Higher Paying Job Annual Taxable Wage &amp; Salary</b>	<b>Lower Paying Job Annual Taxable Wage &amp; Salary</b>											
	\$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	\$280	\$850	\$950	\$1,020	\$1,020	\$1,020	\$1,020	\$1,560	\$1,870	\$1,870	\$1,870
\$10,000 - 19,999	280	1,280	1,950	2,150	2,220	2,220	2,760	3,760	4,070	4,070	4,210	
\$20,000 - 29,999	850	1,950	2,720	2,920	2,980	2,980	3,520	4,520	5,520	5,830	5,980	6,180
\$30,000 - 39,999	950	2,150	2,920	3,120	3,180	3,720	4,720	5,720	6,720	7,180	7,380	7,580
\$40,000 - 59,999	1,020	2,220	2,980	3,570	4,640	5,640	6,640	7,750	8,950	9,460	9,660	9,860
\$60,000 - 79,999	1,020	2,610	4,370	5,570	6,640	7,750	8,950	10,150	11,350	11,860	12,060	12,260
\$80,000 - 99,999	1,870	4,070	5,830	7,150	8,410	9,610	10,810	12,010	13,210	13,720	13,920	14,120
\$100,000 - 124,999	1,870	4,270	6,230	7,630	8,900	10,100	11,300	12,500	13,700	14,210	14,720	15,720
\$125,000 - 149,999	2,040	4,440	6,400	7,800	9,070	10,270	11,470	12,670	14,580	15,890	16,890	17,890
\$150,000 - 174,999	2,040	4,440	6,400	7,800	9,070	10,580	12,580	14,580	16,580	17,890	18,890	20,170
\$175,000 - 199,999	2,040	4,440	6,400	8,510	10,580	12,580	14,580	16,580	18,710	20,320	21,620	22,920
\$200,000 - 249,999	2,720	5,920	8,680	10,900	13,270	15,570	17,870	20,170	22,470	24,080	25,380	26,680
\$250,000 - 449,999	2,970	6,470	9,540	12,040	14,410	16,710	19,010	21,310	23,610	25,220	26,520	27,820
\$450,000 and over	3,140	6,840	10,110	12,810	15,380	17,880	20,380	22,880	25,380	27,190	28,690	30,190

Oklahoma Tax Commission  
**Employee's State Withholding Allowance Certificate**

This certificate is for income tax withholding purposes only. Type or print.

**NOTE: Do NOT mail to the Oklahoma Tax Commission.**

Your First Name and Middle Initial	Last Name	Your Social Security Number
Home Address (Number and Street or Rural Route)		Filing Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate
City or Town	State	ZIP Code

1. Allowance For Yourself: Enter 1 for yourself .....	1
2. Allowance For Your Spouse: Does your spouse work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, enter 0. If no, enter 1 for your spouse...	2
3. Allowance For Dependents: Enter the number of dependents you will claim on your tax return. Do not claim yourself or your spouse or dependents that your spouse has already claimed on his or her Form OK-W-4 .....	3
4. Additional Allowances: You may claim additional allowances if you itemize your deductions or have other state tax deductions or credits that lower your tax. Enter the number of additional allowances you would like to claim .....	4
5. Total Number of Allowances You Are Claiming: Add Lines 1 through 4 and enter total here .....	5
6. Additional Withholding: If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected balance due by the number of pay periods in a year. Enter the additional amount to be withheld each pay period here .....	6 \$
7. Exempt Status: If you had a right to a refund of all of your Oklahoma income tax withheld last year because you had no tax liability and this year you expect a refund of all Oklahoma income tax withheld because you expect to have no tax liability, write "Exempt" on Line 7. See information below .....	7
8. If you meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Oklahoma tax liability, write "Exempt" on line 8 and complete Form OW-9-MSE. See information below .....	8
9. If income earned as a member of any active duty component of the Armed Forces of the United States is eligible for the military income deduction write "exempt" on Line 9 .....	9

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

Employee's Signature (Form is not valid unless you sign it)	Date (MM/DD/YYYY)
---	-------------------

Form OK-W-4 is completed so you can have as much "take-home pay" as possible without an income tax liability due to the state of Oklahoma when you file your return. Deductions and exemptions reduce the amount of your taxable income. If your income is less than the total of your personal exemption plus your standard deduction, you should mark "Exempt" on Line 7 above. The following amounts of your annual Oklahoma adjusted gross income will not be taxed by the state of Oklahoma when you file your individual income tax return.

<u>Single</u>	<u>Married Filing Joint</u>
\$1,000 - personal exemption	\$ 2,000 - personal exemption
<u>\$6,350</u> - standard deduction	<u>\$12,700</u> - standard deduction
\$7,350 - Total	\$14,700 - Total
+\$1,000 for each dependent	+\$1,000 for each dependent

**Items to Remember:**

- If your filing status is married filing joint and your spouse works, do not claim an exemption on Form OK-W-4 for your spouse.
- If you and your spouse have dependents, please be sure only one of you claim the dependents on your Form OK-W-4. If both spouses claim the dependents as an allowance on Form OK-W-4, it may cause you to owe additional Oklahoma income tax when you file your return.
- If you have more than one employer, you should claim a smaller number or no allowances on each Form OK-W-4 filed with employers other than your principal employer so the amount withheld will be closer to your amount of total tax.
- If you itemize your deductions, instead of using the standard deduction, the amount not taxed by Oklahoma may be a greater or lesser amount.
- If you are claiming an "Exempt" status due to the Military Spouses Residency Relief Act you must provide Form OW-9-MSE "Annual Withholding Tax Exemption Certification for Military Spouses".



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No.1615-0047

Expires 07/31/2026

**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 Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)		
Address (Street Number and Name)		Apt. Number (if any)	City or Town State ZIP Code		
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number	
<p><b>I am aware that federal law 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 immigration status, is true and correct.</b></p>	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
	<input type="checkbox"/> 1. A citizen of the United States				
	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
	<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)				
If you check Item Number 4., enter one of these:					
USCIS A-Number		OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
Signature of Employee		Today's Date (mm/dd/yyyy)			

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			Additional Information		
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)					
		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.			

**Certification:** I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy):

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name <b>Northern Oklahoma College</b>	Employer's Business or Organization Address, City or Town, State, ZIP Code <b>1220 E. Grand, Tonkawa, OK, 74653</b>	

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.



## STATEMENT TO EMPLOYEES ON THE DRUG-FREE WORKPLACE

### TO ALL EMPLOYEES

#### NORTHERN OKLAHOMA COLLEGE

Northern Oklahoma College, in compliance with the 1988 Drug-Free Workplace Act, hereby gives official notification to all college employees that the unlawful manufacture, distribution, dispensation, or use of a controlled substance in the workplace is prohibited.

The college recognizes that it is in the best interest of NOC and its employees to provide education, awareness, and assistance where appropriate, relative to the dangers inherent in the prohibited actions. In its Drug Free Awareness Program NOC will provide to all employees ongoing materials and information concerning these dangers, and available avenues of assistance.

The special consequences of drug abuse in the workplace include the threatened safety of co-workers by those who are impaired by drugs; the increased danger of defective products and services; diminished productivity.

Violations of the prohibited may result in suspension without pay or dismissal, immediately or within thirty (30) days, whether or not the violation results in conviction under criminal drug statutes for conduct in the workplace. Satisfactory rehabilitation may be required as a condition of continued employment.

**EMPLOYEES PAID FROM FEDERAL GRANT(S)/CONTRACT(S) FUNDS AND STATE FUNDS:** As such an employee, I understand and will abide by the statement above, and I agree that I will notify project officials in my department within five (5) days if I am convicted under criminal drug statutes for conduct in the workplace.

Name (printed): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



State of Oklahoma

**AUTOMATIC DEPOSIT TRANSMITTAL**

This form is to be used by State and Higher Education Employees in communicating their direct deposit information.

PS Employee ID:	Official Use only	ID Number:	
First Name (limit to 15 characters)		Last Name (limit to 15 characters):	
Date of Birth:	/	/	
	MM	DD	YYYY

I hereby authorize the State of Oklahoma, as per the Oklahoma State Employee's Direct Deposit Act, 74:292.10 to:

ADD <input type="checkbox"/>	PAYROLL – (Deposit my payroll warrant in my account as indicated below)
REMOVE <input type="checkbox"/>	PAYROLL – (I understand that by terminating Direct Deposit for Payroll this will automatically terminate travel and spending from my direct deposit)
ADD/ REMOVE <input type="checkbox"/> <input type="checkbox"/>	SPENDING ACCOUNT – (HEALTH CARE, DEPENDENT CARE REIMBURSEMENT)
ADD/ REMOVE <input type="checkbox"/> <input type="checkbox"/>	TRAVEL

If monies to which I am not entitled are deposited to my account, I authorize the State of Oklahoma to direct the financial institution to return said funds. I understand the payroll date and frequency of payment currently being utilized by my employing agency will not be affected by my decision to use Electronic Fund Transfer.

**ONLY ONE ACCOUNT MAY BE USED FOR DIRECT DEPOSIT**  CHECKING  SAVINGS

**Financial Institution**  
Name (Your Bank):

**City:**  **State:**

This authority is to remain in full force and effect until: **(A)** I give my employer written notice using this form (OPM-73) to terminate this direct deposit agreement. **(B)** I fail to utilize payroll direct deposit for 365 days, at which time this agreement will expire. **(C)** The event of my death, at which time this agreement expires immediately, upon notification. This information is provided by me to facilitate my personal banking needs and shall be considered personal and held in confidence.

**Home Mailing Address:**

**City:**  **State:**  **ZIP:**

**Home Telephone Number:**  **Work Telephone Number:**

**Email:**

**Employing Agency:**  NORTHERN OKLAHOMA COLLEGE

**Signature:**  **Date:**  /  /

I understand that while a change of enrollment is in process I may, in fact, receive a warrant instead of an electronic transfer.

If this is an initial enrollment or bank routing and/or account number change please attach a voided check or an official document from your financial institution showing the financial institution's routing number and your account number.

A signed form must be on file with the employer.  
Please mail the completed form to the address below.

**ATTACH CHECK HERE**

Northern Oklahoma College  
ATTN: Human Resources  
P.O. Box 310  
Tonkawa, OK 74653



**NORTHERN**  
Oklahoma College  
TONKAWA | ENID | STILLWATER

Human Resources

1220 E. Grand  
PO Box 310  
Tonkawa, OK 74653-0310  
Phone: 580.628.6241  
Fax: 580.628.6820  
[www.north-ok.edu](http://www.north-ok.edu)

Dear Adjunct Instructor &/OR Part-Time Employee:

The enclosed form has been approved by the Teachers' Retirement System (TRS) of Oklahoma. The purpose of the form is to coordinate retirement contributions made by adjunct and part-time employees of colleges and universities if employees are also employed by public schools or other public institutions of higher education. State law requires retirement contributions on all earnings of these employees up to the specified limits. Employees who fail to make these contributions risk losing credit for the year of service in which the earnings were received until they pay the contribution. The law also provides for a 10% per annum compounding interest on such unpaid balances.

The enclosed form also serves to notify Northern Oklahoma College if an employee is a current retired member of TRS. The college must pay a statutory contribution fee to TRS on retired members whom have been reemployed.

You must complete the enclosed "Teachers' Retirement Option" form. Only complete the additional "Personal Data" form if you have indicated you are a current member through other full-time employment. Return the required form(s) as soon as possible to the Payroll Office, Northern Oklahoma College, and P O Box 310. Tonkawa OK 74653. Payroll cannot be processed until we have received this information. If you have any questions, you may call me at (580) 628-6263 or (580) 628-6229.

Sincerely,

Niesha Jones  
Payroll Officer

Enclosures

Life changing.



**Northern Oklahoma College**  
**Teachers' Retirement Option Form**  
**For Adjunct Instructors & Part-time Non-Teaching Employees**

Name: \_\_\_\_\_ SSN #: \_\_\_\_\_

Please initial section **A** or **B** or **C** of this form then sign and date at the bottom.

Effective July 1, 1990, individuals **will not** be eligible to establish membership with Oklahoma Teachers' Retirement System based on adjunct appointment. If an individual is already a member through other full-time employment, then the individual is required to make contributions on all earnings.

**A.** If an individual is employed by Northern Oklahoma College on an adjunct basis and not employed by a public school system or public institution of higher education then the individual is **not eligible** for membership in the Teachers' Retirement System.

**B.** I am a full-time employee in a public school system or a public institution of higher education, and have established membership through that system and are required to make contributions on any earnings at Northern Oklahoma College. I understand contributions will be withheld at the rate of 7%. My full-time employer is \_\_\_\_\_.

**C.** I am a retired member of Oklahoma Teachers' Retirement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: You must notify the Payroll Officer of Northern Oklahoma College if you eligibility or retirement status changes so that updates can be made as they occur.

## PERSONAL DATA FORM 1A (ACTIVE or NON RETIRED)

All data contained on the Personal Data form must match the data submitted electronically by the employer via monthly contribution reports.

Please designate the reason for completing this form<sup>1</sup>:  New Member  Name Change  Return to Active Contributing Status  
 Position Change  District Transfer  Other \_\_\_\_\_

1. <b>Social Security Number</b>	<b>Name of School District or Institution</b>			<b>County</b>				
<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 100px; height: 30px;"></table>				
<b>Legal Name</b> (All requests for change of name must include legal documentation [i.e. Marriage Certificate, Divorce Decree, etc.])								
<table border="1" style="width: 100px; height: 30px;"></table>		<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 100px; height: 30px;"></table>				
(Last Name)		(First Name)	(Middle Name)	(Maiden Name)				
<b>Permanent Mailing Address</b> (Address must match address on monthly contribution reports)								
<table border="1" style="width: 100%; height: 40px;"></table>								
<table border="1" style="width: 100px; height: 30px;"></table>		<table border="1" style="width: 10px; height: 30px;"></table>	<table border="1" style="width: 10px; height: 30px;"></table>	<table border="1" style="width: 10px; height: 30px;"></table>				
(City)		(State)	(Zip Code)					
<b>Date of Birth</b>					<b>Personal Email Address</b>			
<table border="1" style="width: 100px; height: 30px;"></table>					<table border="1" style="width: 100px; height: 30px;"></table>			
(Month) (Day) (Year)								

**GENDER (OPTIONAL)**

Male  
 Female

**MARITAL STATUS**

Single  
 Married

5. **Date of Employment** \_\_\_\_\_ **Position you will hold** \_\_\_\_\_

**Hours typically worked per week** \_\_\_\_\_

**Position's total number of days worked per Fiscal\* year** \_\_\_\_\_

\* i.e. 260 days/year for most 12-month employees from July 1 – June 30.

6. a. **Have you ever been a member of the Teachers' Retirement System?**

Yes  No

b. **Were you a member before starting this job?**

Yes  No

c. **Have you withdrawn an account?**

Yes  No

7. If the answer to questions No. 6.c. is "yes," please complete the applicable columns listing most recent employment first.

(School District, College or Agency) (County) (Year) (Under What Name) (Approximate Withdrawal Date)

<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 10px; height: 30px;"></table>						
<table border="1" style="width: 100px; height: 30px;"></table>	<table border="1" style="width: 10px; height: 30px;"></table>						

I hereby declare and affirm, under penalty of perjury, that to the best of my knowledge and belief, all statements and answers as written or printed herein are full, complete, and true whether or not written by my own hand.

**Signature of Member** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify the above-named employee meets the requirements for membership in the Teachers' Retirement System.

**Superintendent / Payroll Officer** \_\_\_\_\_

<sup>1</sup>Address changes SHOULD NOT be submitted by using this form. Members should update their address with their employer, who must submit that updated information on their monthly contribution report.

## INSTRUCTIONS FOR COMPLETING BENEFICIARY DESIGNATION FORM 2A

This beneficiary form applies to active and non-retired members of the Teachers' Retirement System of Oklahoma (TRS). If you are retired and wish to update or make changes to your beneficiary designation, please use Beneficiary Designation Form 2R. The beneficiary designations you make on this form revoke and replace all prior beneficiary designations with TRS. Your designations do not become effective until this form is **signed by you and received** by TRS. Do not alter this form. **Remember to keep a copy of your completed form for your records.**

It is very important that you provide the **full legal name, address, relationship, date of birth, and Social Security number of each beneficiary you designate**. This information is essential in ensuring that your named beneficiaries can be located and receive your intended benefit amount. The Beneficiary Designation Form has two Sections: Member Account and Death Benefit.

**Section 1. Member Account** - Upon the death of a member who has not retired, the designated beneficiary(ies) shall receive the member's account balance as provided by law. Provided, if more than one primary beneficiary is named, the beneficiary shall not have the option to choose Option 2 (joint annuitant) retirement, if applicable, upon the member's death. If you have more than four primary beneficiaries, use a copy of this page.

**Section 2. Death Benefit** - Upon the death of an active (in-service) member who has not retired, TRS will pay to a beneficiary an \$18,000 death benefit as provided by law. The member may designate the same beneficiary(ies) listed in Section 1 or a different beneficiary(ies) to receive the death benefit. Provided, if the beneficiary in Section 2 differs from the sole beneficiary of the member's account in Section 1, no beneficiary shall have the option to choose Option 2 (joint annuitant) retirement, if applicable, in lieu of the death benefit. If no beneficiary is named in Section 2, the death benefit shall be paid to the beneficiary(ies) named in Section 1.

Each Section has three parts: Member Information, Primary and Contingent Beneficiary Designation, and Signature. **Please print clearly in ink.**

**Member Information** – Provide your full legal name and SSN or Member ID.

**Primary Beneficiary Designation** – You can designate one or more primary beneficiaries. All primary beneficiaries share equally unless you note otherwise. If multiple primary beneficiaries are named and a primary beneficiary dies before or simultaneously with you, the remaining primary beneficiary(ies) will be entitled to equal shares of the deceased beneficiary's designated benefit amount.

**Contingent Beneficiary Designation** – You can designate one or more contingent beneficiaries. Contingent beneficiaries receive benefits only in the event all primary beneficiaries die before or simultaneously with you. All contingent beneficiaries share equally unless you note otherwise on your form. If multiple contingent beneficiaries are named and a contingent beneficiary dies before or simultaneously with you, the remaining contingent beneficiary(ies) will be entitled to equal shares of the deceased beneficiary's designated benefit amount.

**Signature** – You must sign and date each page of the form.

**Mail completed Beneficiary Designation Forms to:**  
**Teachers' Retirement System of Oklahoma**

**P.O. Box 53524**

**Oklahoma City, OK 73152**

# **BENEFICIARY DESIGNATION (ACTIVE or NOT RETIRED)-MEMBER ACCOUNT**

Member Name

Member SSN or TRS Member ID

**SECTION 1 –MEMBER ACCOUNT:** Upon the death of a member who has not retired, the designated beneficiary(ies) shall receive the member's account balance as provided by law.

**A. PRIMARY BENEFICIARY(IES):** It is very important to clearly indicate your primary beneficiary(ies). Upon the death of any designated primary beneficiary, his/her interest shall pass to the surviving primary beneficiary(ies). If multiple primary beneficiaries are named and no percentage distribution is noted, any proceeds payable to such beneficiaries will be divided equally. Provided, if more than one primary beneficiary is named, the beneficiary shall not have the option to choose Option 2 (joint annuitant) retirement, if applicable, upon the member's death. If you have more than four primary beneficiaries, use a copy of this page to list additional beneficiaries.

**I hereby designate:**

Name	Date of Birth	SSN	Address	Relationship	Share (must equal 100%)

**B. CONTINGENT BENEFICIARY(IES):** Proceeds are paid to contingent beneficiary(ies) only if there is no surviving primary beneficiary(ies) living at the member's death. If multiple contingent beneficiaries are named and no percentage distribution is noted, any proceeds payable to such beneficiaries will be divided equally. If you have more than four contingent beneficiaries, use a copy of this page to list additional beneficiaries.

**I hereby designate:**

Name	Date of Birth	SSN	Address	Relationship	Share (must equal 100%)

**Revoking Previous Designation of Beneficiary:** By making these elections, I hereby revoke all other former designations made by me and expressly reserve the right to make other and further changes at any time I may elect as provided by law. If there is no designated beneficiary living at the time of my death, any amount due me shall be paid as provided by Oklahoma law.

Member's Signature

Date

The member's signature must appear exactly as the name appears on the top of this form.

**Minor Beneficiary:** Under Oklahoma law, if a minor child (younger than 18 years of age) is designated as beneficiary, it will be necessary that a guardian be appointed by the court before payment is made.

*TRS shall not be responsible for determining the competency of any member to designate/change beneficiaries, except as otherwise provided by Oklahoma law, and shall not be liable for the validity of the beneficiary designation.*

## **BENEFICIARY DESIGNATION (ACTIVE or NOT RETIRED)-DEATH BENEFIT**

Member Name

Member SSN or TRS Member ID

**SECTION 2 – DEATH BENEFIT:** Upon the death of an active (in-service) member who has not retired, TRS will pay to a beneficiary an \$18,000 death benefit as provided by law. The member may designate the same beneficiary(ies) listed in Section 1 or a different beneficiary(ies) to receive the death benefit. Provided, if the beneficiary for the \$18,000 death benefit differs from the sole beneficiary of the member's account, no beneficiary shall have the option to choose Option 2 (joint annuitant) retirement, if applicable, in lieu of the death benefit. If no beneficiary is named in Section 2, the death benefit shall be paid to the beneficiary(ies) named in Section 1.

A. **PRIMARY BENEFICIARY(IES):** It is very important to clearly indicate your primary beneficiary(ies). Upon the death of any designated primary beneficiary, his/her interest shall pass to the surviving primary beneficiary(ies). If multiple primary beneficiaries are named and no percentage distribution is noted, any proceeds payable to such beneficiaries will be divided equally. If you have more than four primary beneficiaries, use a copy of this page to list additional beneficiaries.

**I hereby designate:**

Name	Date of Birth	SSN	Address	Relationship	Share (must equal 100%)

B. **CONTINGENT BENEFICIARY(IES):** Proceeds are paid to contingent beneficiary(ies) only if there is no surviving primary beneficiary(ies). Contingent beneficiaries do not share in the amount due if any of the primary beneficiaries are living at the member's death. If multiple contingent beneficiaries are named and no percentage distribution is noted, any proceeds payable to such beneficiaries will be divided equally. If you have more than four contingent beneficiaries, use a copy of this page to list additional beneficiaries.

**I hereby designate:**

Name	Date of Birth	SSN	Address	Relationship	Share (must equal 100%)

**Revoking Previous Designation of Beneficiary:** By making these elections, I hereby revoke all other former designations made by me and expressly reserve the right to make other and further changes at any time I may elect as provided by law. If there is no designated beneficiary living at the time of my death, any amount due me shall be paid as provided by Oklahoma law.

Member's Signature

Date

The member's signature must appear exactly as the name appears on the top of this form.

**Minor Beneficiary:** Under Oklahoma law, if a minor child (younger than 18 years of age) is designated as beneficiary, it will be necessary that a guardian be appointed by the court before payment is made.

*TRS shall not be responsible for determining the competency of any member to designate/change beneficiaries, except as otherwise provided by Oklahoma law, and shall not be liable for the validity of the beneficiary designation.*



## NORTHERN OKLAHOMA COLLEGE

### Handbook Acknowledgment

The NOC Employee Handbook contains information about employment, benefits, services, etc., at Northern Oklahoma College. Please refer to the Handbook whenever you have a question concerning employment at Northern Oklahoma College, and feel free to contact your supervisor or the Human Resources office if further assistance is needed.

The NOC Employee Handbook does not create a contract of employment. None of the benefits or policies in this Handbook are intended by reason of their distribution to confer any rights or privileges upon you, or to entitle you to be or remain employed by Northern Oklahoma College. The contents of this Handbook are presented as a matter of information only.

Although the administrative representatives of Northern Oklahoma College support the plans, policies, and procedures described herein, they are not conditions of employment. In this regard, the provisions of the Handbook are subject to change at any time by the College, without notice.

The Employee Handbook is located online. To access the handbook enter [noc.edu](http://noc.edu) into the search engine; scroll down and on the right side of the page, under resources click on myNOC; enter Username and Password (username is the beginning portion of your email; the password is your network password). Click on Employee Information tab, scroll down until you see employee handbook.

By signing this document I acknowledge that I have been informed on how to access the Northern Oklahoma College Employee Handbook and that it is my responsibility to become familiar with the policies and procedures of Northern Oklahoma College.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2023)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

Please sign here.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

Dear NOC Employee,

At NOC we pride ourselves on providing an enlightening college experience, which demands a safe and healthy student environment. To that end, we are requiring that you view *Not Anymore*, an online interpersonal violence prevention program from Student Success™. This video-based program will provide critical information about Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and much more. *Not Anymore* will help you better understand how vitally important these issues are and what you can do to help make NOC safer.

**Program Instructions**

You are required to earn at least a 70% on the program, which will prompt you to retake the post-test until you achieve this score. The program also will allow you to review the program videos before you retake the post-test.

To take the program now type in the following link: <https://noc-ok.safecolleges.com/register/f73df684>

Follow the instructions provided.

You will be able to use the same link to re-enter the program to complete it in several sittings if you choose without having to start over. If you run into problems taking or reentering the program, do not start over. Contact us through the HELP button and we will assist you.

If you have any technical difficulties with the program, please contact Student Success™ through the program HELP button or at [terrylynn.pearlman@vectorsolutions.com](mailto:terrylynn.pearlman@vectorsolutions.com).

**Disclosure**

The training contains sensitive material involving sexual and interpersonal violence. While trigger warnings and resources are provided throughout the program, we understand such programming may be problematic for some viewers. Please contact the Office of Student Affairs at 580.628.6240 for confidential support and/or to discuss alternatives.

Sincerely,

Jason Johnson  
Vice President for Student Affairs  
Northern Oklahoma College

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Northern Oklahoma College offers its employees the option of designating a beneficiary to receive the employee's final paycheck in the event of that employee's death.

If an employee elects to name a beneficiary, they must complete the Outstanding Wages Beneficiary Designation Form on the next page and submit it to Human Resources. Should the employee desire to change the beneficiary at some point in the future, it will be their responsibility to complete and submit an updated copy to Human Resources. For example, if the employee names their spouse and is later divorced, they may want to complete a new form.

**Primary beneficiary:** Receives priority distribution upon the employee's death.

**Contingent beneficiary:** Receives distribution **only** if the primary beneficiary(ies) are deceased at the time of the employee's death.

*If an employee does not elect to name a beneficiary, the payroll office will issue the employee's final paycheck, including any pay for unused annual/vacation leave, in accordance with Title 40, O.S., Section 165.3a, Payment of wages to surviving spouse and children. Please be advised that if your final check is processed without the naming of a beneficiary, your surviving spouse, or if there is no surviving spouse, your dependent children, or their guardians or the conservators of their estates, will receive in equal shares a total up to the maximum \$3,000 allowed by law. Any remaining payment would go into the estate and go through probate. Please be advised that access to the funds processed to an estate may be delayed due to the probate process.*

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**Wage beneficiary forms must be signed and dated to be in effect. If any of the information for the named beneficiary(ies) is incomplete or the form is not signed and/or dated, the entire form will be considered invalid. The beneficiary form on file with the most current date supersedes any previously submitted Wage Beneficiary Designation Forms. If additional spaces are needed, print additional pages and sign and date each page.**

Continue to the next page to complete the Outstanding Wage Beneficiary Designation Form.

\*

Employee name \_\_\_\_\_

Employee ID \_\_\_\_\_

Agency name/No. Northern Oklahoma College

Primary beneficiary: Percentage \_\_\_\_\_

Full name \_\_\_\_\_ DOB \_\_\_\_\_  
mm/dd/yyyy

Social Security number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Beneficiary:  Primary      OR       Contingent      Percentage \_\_\_\_\_

Full name \_\_\_\_\_ DOB \_\_\_\_\_  
mm/dd/yyyy

Social Security number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Beneficiary:  Primary      OR       Contingent      Percentage \_\_\_\_\_

Full name \_\_\_\_\_ DOB \_\_\_\_\_  
mm/dd/yyyy

Social Security number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Beneficiary:  Primary      OR       Contingent      Percentage \_\_\_\_\_

Full name \_\_\_\_\_ DOB \_\_\_\_\_  
mm/dd/yyyy

Social Security number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Beneficiary:  Primary      OR       Contingent      Percentage \_\_\_\_\_

Full name \_\_\_\_\_ DOB \_\_\_\_\_  
mm/dd/yyyy

Social Security number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

I understand that if any of the information for the named beneficiary(ies) is incomplete and/or the form(s) is not signed and dated, the form(s) will be considered invalid. Furthermore, I understand that the beneficiary form(s) on file with the most current date supersedes any previously submitted wage beneficiary forms.

PRINT EMPLOYEE FULL NAME \_\_\_\_\_

SIGNATURE OF EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

Return original signed form to Human Resources of employing agency and retain a copy for your records. Please keep all beneficiary information current.