

# GUAM MEMORIAL HOSPITAL AUTHORITY

## ATURIDÅT ESPETÅT MIMURIÅT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913 Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



## **Name Change Request**

I,			request a name	change from	
	(pri	nt name)	- •	<b>U</b>	(print former name)
to _	(print ne	ew name)	_ effective upor	n submission of t	his form.
Due	to the fol	lowing:			
	Virtue	of Marriage (attach	copy)		
	Court I	Decree (attach copy	<b>'</b> )		
		lization Certificate ration #:	, -		zation verified)
	Other (	specify):			
Emplo	yee Sign	ature	Date		
Receiv	ved By:				
		Signature		Date	
Proces	ssed By:	Signature			
		Signature		Duic	

## GUAM MEMORIAL HOSPITAL AUTHORITY Human Resources Department

## PERSONAL IDENTIFICATION AND EMERGENCY INFORMATION

POSITION TITLE:		POSITION	ON NO:				
EMPLOYMENT STAT	TUS:[]FT or[]PT						
NAME:			MAIDEN NAN	/IE (If any):			
SOCIAL SECURITY #	<b>#</b> :	DOB:		SEX (circle o	one): MALE F	EMALE	
MARITAL STATUS (c	circle one): M=Married	D=Divorced	W=Widow	S=Single	L=Legally Sep	arated	
HEIGHT:	WEIGHT:		HAIR COLOF	₹:	EYE COLOR		
BLOOD TYPE:	_ CITIZENSHIP			[ ] Alien [ ] Marshall		nt Resident	
	CH=Chamorro MN=Micronesian M=Northern Marianas	BL=African Am	erican CE=C	hinese KN=l	Korean VE=V	•	nic
OTHER THAN ENGLIS INTERPRETER?	H, LIST LANGUAGE(S) Y	OU SPEAK/WR	ITE: ARE		ERESTED IN		AN
			[]SPEAK	[]WRITE			
			[]SPEAK	[]WRITE			
			[]SPEAK	[]WRITE			
EMAIL ADDRESS: HOME ADDRESS:			MAILIN	NG ADDRESS:			
HOME PHONE NO:_		CELL NO:		_ WOF	RK PHONE NO:		
EMERGENCY CONT	ACT PERSON & RELA	ATIONSHIP:			PHONE NO:		
SPOUSE'S NAME:				PHONE NO	:		
SPOUSE'S EMPLOY	ER:			WORK NO:			
	E	MPLOYEE SIG	NATURE/DA	 .TE			

#### Confidential Upon Completion

## **Designation of Beneficiary**

Pursuant to Public Law 12-47, I hereby designate the named beneficiary or beneficiaries of any pay and allowances which may be due to me at the time of my death on account of my services rendered to the Guam Memorial Hospital, such pay and allowances include:

- 1. Per Diem and amounts due in reimbursement of travel expenses.
- 2. Overtime and/or premium pay.
- 3. Payments for accrued annual and/or sick leave.
- 4. Checks drawn for pay which were not delivered to me during my lifetime.
- 5. Unnegotiated checks returned to the government because of death.

Such pay and allowances do not include amounts which disposition is otherwise expressly prescribed by law. The disposition of life insurance proceeds for the beneficiary or beneficiaries must be designated separately.

I understand I may change or revoke my designation at any time and that the last signed and dated designation at the time of my death shall be the only valid designation.

I hereby authorize and direct my employer, Guam Memorial Hospital, to disburse such fluids in accordance with the following order of precedence:

FIRST, to the beneficiary or beneficiaries designated in writing below:

Name of beneficiary	Mailing Address	Phone #	Relationship	Percentage Distribution	

SECOND, if there is no designated beneficiary, to my surviving spouse in total.

THIRD, if there is none of the above, to my surviving child/children, and descendants of deceased children, in equal amounts per child.

FOURTH, if none of the above, to the duly appointed legal representative of my estate.

Print Name:		
SS#:		
Position:		
Signature:	Date:	

Department of the Treasury

## **Employee's Withholding Certificate**

OMB No. 1545-0074

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.

Internal Revenue Se	rvice Your withholding is	subject to review by the IRS.				
Step 1:	(a) First name and middle initial Las	st name	(b) s	Social security number		
Enter Personal Information	Address  City or town, state, and ZIP code	name card	Does your name match the name on your social security card? If not, to ensure you get credit for your earnings,			
		conta	contact SSA at 800-772-1213 or go to www.ssa.gov.			
	(c) Single or Married filing separately					
	☐ Married filing jointly or Qualifying surviving spous ☐ Head of household (Check only if you're unmarried a		ne for vourself a	and a qualifying individual \		
Complete Ste	eps 2–4 ONLY if they apply to you; otherwise, son from withholding, other details, and privacy.					
Step 2: Multiple Job		an one job at a time, or (2) are married fi Iding depends on income earned from a	ling jointly a	nd your spouse obs.		
or Spouse Works	Do <b>only one</b> of the following.			:		
AAO1K2	<ul><li>(a) Reserved for future use.</li><li>(b) Use the Multiple Jobs Worksheet on p</li></ul>	age 3 and enter the regult in Step 4(a) b	olow, en			
	(c) If there are only two jobs total, you ma option is generally more accurate than		W-4 for the	other job. This of the pay at the		
	TIP: If you have self-employment income,	see page 2.				
Complete Ste	ps 3-4(b) on Form W-4 for only ONE of these jate if you complete Steps 3-4(b) on the Form W-	obs. Leave those steps blank for the otl 4 for the highest paying job.)	ner jobs. (Yo	our withholding will		
Step 3:	If your total income will be \$200,000 or les	ss (\$400,000 or less if married filing joint	ly):			
Claim	Multiply the number of qualifying child					
Dependent and Other	Multiply the number of other depende					
Credits	Add the amounts above for qualifying ch this the amount of any other credits. Enter			\$		
Step 4 optional): Other	(a) Other income (not from jobs). If y expect this year that won't have withh This may include interest, dividends, a	olding, enter the amount of other income	e here.	) \$		
Adjustments	(b) Deductions. If you expect to claim ded want to reduce your withholding, use t the result here	d enter	)   \$			
	(c) Extra withholding. Enter any additiona	al tax you want withheld each pay perioc	4(0	\$)  \$		
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate	e, to the best of my knowledge and belief, is	true, correct,	and complete.		
	Employee's signature (This form is not valid u	Date	te			
Employers Only	Employer's name and address		Employer Identification number (EIN)			

## **General Instructions**

Section references are to the Internal Revenue Code.

### **Future Developments**

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

## **Purpose of Form**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 and you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

Your privacy. If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

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 income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your selfemployment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

**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 filling 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.

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 roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents. Standard Deduction, and Filing Information. You can also include other tax credits for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

#### Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

#### 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.

1	<b>Two jobs.</b> If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, <b>skip</b> to line 3	1	\$
2	<b>Three jobs.</b> If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.		
	a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a	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 4 and enter this amount on line 2b	2b	\$
	c Add the amounts from lines 2a and 2b and enter the result on line 2c	2c	\$
3	Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc	3	
4	<b>Divide</b> the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in <b>Step 4(c)</b> of Form W-4 for the highest paying job (along with any other additional amount you want withheld)	4	\$
	Step 4(b) - Deductions Worksheet (Keep for your records.)		#
1	Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income	1	\$
2	Enter:   • \$27,700 if you're married filing jointly or a qualifying surviving spouse • \$20,800 if you're head of household • \$13,850 if you're single or married filing separately	2	\$
3	If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"	3	\$
4	Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information	4	\$
5	Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4	5	\$

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggest ons 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													
Higher Payi	na Job	Lower Paying Job Annual Taxable Wage & Salary											
Annual Ta: Wage & S	xable	\$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	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 -	19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 -	29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 -	39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 -	49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 -	59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
	69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
· ·	79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
\$80,000 -		1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
\$100,000 - 1		1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
\$150,000 - 2 \$240,000 - 2		2,040 2,040	4,440 4,440	6,760 6,760	8,160 8,160	9,560 9,560	10,780 10,780	11,980 11,980	13,180 13,180	14,380	15,580 15,580	16,780 16,780	17,850 17,850
\$260,000 - 2		2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
\$280,000 - 2		2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
\$300,000 - 3		2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
\$320,000 - 3	64,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
\$365,000 - 5	24,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
\$525,000 and	d over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250
						r Marrie							
Higher Payir			-	1	Lowe	er Paying .	Job Annua	al Taxable					
Annual Tax Wage & Sa		\$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	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
	19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000	_	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 -		1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 3 \$60,000 - 3		1,710 1,870	3,450 3,600	4,570 4,730	5,570 5,860	6,570 7,060	7,700 8,260	7,910 8,460	8,110 8,660	8,310	8,510 9,060	8,710	8,720
\$80,000 -		1,870	3,730	5,060	6,260	7,060	8,660	8,860	9,060	8,860 9,260	9,460	9,260	9,280
\$100,000 - 13		2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
\$125,000 - 1	1	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
\$150,000 - 1		2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
\$175,000 - 19	99,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
\$200,000 - 24		2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
\$250,000 - 39		2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$400,000 - 4		2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$450,000 and	dover	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330
Higher Davis	a lab					lead of I r Paying .			Wage & S	Salany			
Higher Payir Annual Tax		\$0 -	\$10,000 -	\$20,000 -	\$30,000 -	\$40,000 -	\$50,000 -	\$60,000 -	\$70,000 -	\$80,000 -	\$90,000 -	\$100,000 -	\$110,000 -
Wage & Sa		9,999	19,999	29,999	39,999	49,999	59,999	69,999	79,999	89,999	99,999	109,999	120,000
\$0 -	9,999	\$0	\$620	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,650	\$1,870	\$1,870	\$1,890	\$2,040
\$10,000 -	19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
\$20,000 - 2	_	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
\$30,000 - 3		1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
	59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
\$60,000 - 1		1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
\$80,000 - 9		1,870 2,040	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
\$100,000 - 12 \$125,000 - 14		2,040	4,440 4,440	6,070 6,070	7,430 7,430	8,630 8,630	9,830 9,980	11,030 11,980	12,230 13,980	13,190 15,190	14,190 16,190	15,190 17,270	16,150 18,530
\$150,000 - 17		2,040	4,440	6,070	7,430	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
\$175,000 - 19	· ·	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
\$200,000 - 24	1	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
\$250,000 - 44		2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
\$450,000 and	over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600