



City Clerk's Office, City Hall  
100 State Street  
Beloit, WI 53511  
[www.beloitwi.gov](http://www.beloitwi.gov)

September 28, 2016

Dear Potential Election Official:

You are receiving this letter because you have expressed interest in being an election worker in the City of Beloit. Thank you for your interest! **Citizen involvement in the election process is essential to conducting open, accurate, and fair elections in Wisconsin.**

**In order to be appointed as an Election Official in the City of Beloit**, you must meet the following criteria:

- Be a US Citizen;
- Be able to read, write, and understand the English language;
- Be a qualified elector in Wisconsin;
- Reside in Rock County;
- Complete the enclosed application and Requirements and Expectations form;
- Commit to attending a training session prior to each election.

In addition to the requirements outlined above, please note that election officials are considered casual City of Beloit employees. In order to verify employment eligibility, issue a W-2, and pay you through direct deposit, **you will need to complete the enclosed Wisconsin W-4, and City of Beloit Direct Deposit forms.**

Please bring the completed application and forms, **along with a cancelled check** (to set up direct deposit for payment), your Wisconsin driver's license or identification card (to prove identity) to my office at your convenience.

Please contact me if you have any questions or need additional information at (608) 364-6684 or [StottlerL@beloitwi.gov](mailto:StottlerL@beloitwi.gov).

Sincerely,

A handwritten signature in cursive script that reads 'Lori Stottler'.

Lori Stottler  
Beloit City Clerk

**Enclosures:**

Election Official Application, Types of Election Officials, Requirements and Expectations, W-2, Direct Deposit Form.



Date of Application: \_\_\_\_\_

### CITY OF BELOIT - ELECTION OFFICIAL APPLICATION

*Please Print Clearly*

Contact Information					
Last Name:		First Name:			MI:
Street Address:				Apt/Unit# :	
City:		State:		ZIP:	
Telephone:	Home:	Cell:		Work:	
Email:					
Date of Birth:     /     /		Occupation:		Gender: Male / Female	

### Voter Information

- Ward/Polling Place Preference (if any): \_\_\_\_\_
- Are you qualified to vote?  YES  NO
- Are you affiliated with a political party?  YES  NO    If yes, what Party? \_\_\_\_\_
- Are you able to provide your own transportation to your polling assignment?  YES  NO
- Are you able to speak, read, and write English fluently?  YES  NO
- Are you willing to work outside your home ward or polling place?  YES  NO
- Are you able to work the required hours of 6:00 a.m. to approximately 10:00 p.m.?  YES  NO
- Are you a felon or have you been convicted of a crime that betrays the public trust?  YES  NO
- I am interested in performing the following jobs (check all that apply):
 

<input type="checkbox"/> Chief Election Inspector	<input type="checkbox"/> Board of Absentee Canvass Worker
<input type="checkbox"/> Election Inspector	<input type="checkbox"/> Special Voting Deputy
<input type="checkbox"/> Greeter/Check-In Table	<input type="checkbox"/> Board of Canvass Member
<input type="checkbox"/> High School Student	
- Have you ever served as an Election Official?  YES  NO  
If so, where and when? \_\_\_\_\_



11. Why are you interested in becoming an Election Official?

Three empty horizontal lines for text entry.

12. Please summarize any Special Skills, Qualifications, Employment or Volunteer Work that will allow the Clerk to compile the best information available for appointing qualified individuals.

Form with one pre-filled line: "i.e. Speak foreign language, know sign language, Trained in EMS & CPR etc." and two empty lines below.

13. Please list your most recent Employment Information (we will not contact for reference)

Form with a shaded header "Employer Information" and fields for Name of Current (or last) Employer, Position, Phone Number, and Duties.

14. Please provide the name and phone number of a reference:

Form with a shaded header "Reference" and fields for Full Name, Phone, and Relation.

By signing and submitting this application, I am applying to be an Election Official for the City of Beloit. I hereby certify that I am a qualified elector, a U.S. Citizen, at least 18 years old, and I have resided at the above address for at least 28 days with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and I am not otherwise disqualified from voting or being an Election Official. I further certify that I will participate in training prior to each election at which I am scheduled to work.

X \_\_\_\_\_  
Applicant's Signature

**RETURN FORM TO:** City Clerk's Office  
City of Beloit  
100 State Street  
Beloit, WI 53511

**FOR MORE INFORMATION:** (608) 364-6680  
StottlerL@ci.beloit.wi.us  
www.ci.beloit.wi.us

**For Office Use Only:** \_\_\_\_\_ W-4 Complete  
\_\_\_\_\_ Direct Deposit Form Complete  
\_\_\_\_\_ Oath Complete  
\_\_\_\_\_ Requirements & Expectations signed and copied  
\_\_\_\_\_ Date entered into MUNIS for Payroll

**APPROVAL:**  
**City Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Lorena R. Stottler, CERA, CPM

THANK YOU for completing this application and for your interest in working elections! We will be in contact soon.



## TYPES OF ELECTION OFFICIALS

There are seven types of Election Officials used in the City of Beloit: Election Inspectors, Chief Election Inspectors, Special Voting Deputies, Special Registration Deputies, Greeters, and Municipal Board of Canvass members.

- 1) **Chief Election Inspectors:** The municipal clerk designates one inspector as Chief Election Inspector and one inspector as Deputy Chief Election Inspector for each polling place. These individuals act as the liaison between the election inspectors and the municipal clerk and are in charge of the polling place on Election Day. Chief & Deputy Chief inspectors serve for a two year term.
- 2) **Election Inspectors:** Also called “poll workers,” these individuals staff the polling place on Election Day. Duties include setting up the polling place, preserving order, registering electors, recording electors, issuing ballots, monitoring voting equipment, counting votes, and properly completing required forms. Inspectors may be nominated by political parties, and all nominations must be approved by the City Council. Inspectors serve for a two year term. Inspectors are required to receive training prior to each election at which they intend to work, and they **may not** be a candidate for any office to be voted on at that election.
- 3) **Greeters:** Greeters may be appointed by the Clerk for high-turnout elections or to serve a specific purpose at the polling place on Election Day. Greeters are not inspectors and may not perform all of the duties of the inspectors. However, a greeter may fill in for an inspector during a break or emergency to maintain adequate coverage.
- 4) **Municipal Board of Absentee Canvassers:** The MBAC is The Board of Absentee Canvassers shall be composed of the City Clerk, and two other qualified electors of the city appointed by the City Clerk for a term of two years commencing on January 1 of each odd-numbered year. Additional volunteers are necessary as the Absentee Canvassers process all absentee ballots at all elections held in the city pursuant to procedures established by the state division governing elections.
- 5) **Special Voting Deputies:** Special Voting Deputies (SVDs) conduct absentee voting at certain care facilities. SVDs are the exclusive method by which absentee voting may be conducted in nursing homes. An SVD must: be a qualified elector of the municipality; attend training; not currently be employed by the facility; not have been employed by the facility within two years of the appointment; and not be an immediate family member of anyone currently employed by the facility.
- 6) **Special Registration Deputies:** There are two types of Special Registration Deputies (SRDs) – those who register voters before the registration cut-off (20 days before the election), and those who register voters on Election Day at the polling place. SRDs registering voters during open registration periods must take training and be appointed by the Municipal Clerk. Contact your municipal clerk if you are interested in registering voters prior to the election. SRDs on Election Day are used to carry out registration duties at high-turnout elections to ease the workload of the Inspectors. All SRDs are appointed by the Clerk for a two year term starting January 1, odd year to December 31, even year).
- 7) **Municipal Board of Canvass Members:** The MBOC is made up of the Clerk, the Deputy Clerk, and two other electors. The MBOC meets after each election to process and provisional ballots and to certify the results of municipal elections or referenda (spring elections only).



## REQUIREMENTS AND EXPECTATIONS FOR CITY OF BELOIT ELECTION OFFICIALS

Thank you for your interest in being an Election Official in the City of Beloit. The City of Beloit encourages all private citizens to vote and to become involved in the election process. One of the most rewarding ways to be involved is to become an Election Inspector (poll worker) and work on Election Day at one of the City's nine polling places. Citizen involvement is essential to conduct open, accurate, and fair elections in Wisconsin. The following information will help you decide if being an Election Official is right for you.

There are seven types of Election Officials: Election Inspectors, Chief Election Inspectors, Absentee Canvassers, Special Voting Deputies (SVDs), Special Registration Deputies (SRDs), Greeters, and Municipal Board of Canvass members (MBOC). Please see the Types of Election Officials document for additional information regarding each type.

### HOURS OF WORK AND COMPENSATION:

Polling places are open from 7:00 a.m. to 8:00 p.m. on Election Day, which is always a Tuesday. Election inspectors and Chief inspectors work throughout the entire day, typically from 6:00 a.m. to 10:00 p.m. or later, depending on the election. Breaks and lunch/dinner hours are allowed and determined by the Chief inspector. During busier elections, you will be encouraged to bring meals and snacks with you.

Election inspectors are paid \$7.25 per hour for work on Election Day and an additional \$7.25 per hour for attending training, which is mandatory and typically scheduled for the Friday prior to the Election. Greeters and SRDs who work on Election Day are paid \$7.25 per hour. Chief Inspectors are paid \$9.00 per hour for hours worked and time scheduling workers. SRDs who register voters during the open registration period do so on their own time and are not compensated. SVDs are paid \$10.00/hour for the hours spent assisting nursing home voters complete absentee ballots. MBOC members are paid \$10.00/hour. **TIME CARDS ARE REQUIRED** FOR ANY ELECTION OFFICIAL TO BE PAID – NO EXCEPTIONS.

### QUALIFICATIONS OF ELECTION OFFICIALS

Election Inspectors, Chief Inspectors, Members of the MBOC, and SVDs:

- Must be a qualified *elector of Rock County* (i.e. adult citizen of the United States who has resided in the district for 28 days and is not otherwise disqualified from voting);
- Must be able to speak, read, and write fluently in the English language;
- Must have strong clerical skills, be able to solve problems, and be an effective communicator;
- Must work well in a team environment and enjoy people and service to others;
- Must be willing to work a long day as a service to your community; and
- Must NOT be a candidate for any office to be voted on at the polling place at that election.

### RESPONSIBILITIES OF ELECTION INSPECTORS

Election inspectors conduct assigned duties at a polling place on Election Day. General duties include organizing the polling place before the polls open; election day voter registration; checking in voters on the poll book, assigning each voter a sequential voter number, and having them sign the poll book;

issuing ballots; assisting voters and providing instruction as necessary; processing absentee ballots; monitoring voting equipment; signing and assisting with official paperwork; counting write-in votes; and removing all election-related items from the polling place at the end of the night.

**TRAINING REQUIREMENTS:**

All pre-election training sessions are mandatory. Election officials working at polling places on Election Day must attend a training session prior to the Election. Chief Inspectors, who must be certified by the Government Accountability Board, must also receive six hours of continuing education training during each two-year period for the next term. Individuals serving in this position are compensated with additional pay. While the Clerk provides training prior to each election, the majority of learning will be done on-the-job on Election Day. Occasionally, the Clerk may offer additional training sessions where officials may not be compensated. Additional training sessions may be offered if election laws change substantially, during redistricting, for voter registration, or for new processes or equipment. Election inspectors are appointed to two-year terms by the City Council (January of even years to December of odd years). If you are not appointed to a specific ward, you may be appointed as an Alternate Inspector, who will be called to work when needed. Committing to an election or being available to fill a last-minute vacancy is also appreciated.

**EXPECTATIONS:**

Election inspectors, Election Day SRDs, Absentee Canvassers and Greeters are expected to listen to and abide by the rules established by the Wisconsin Election Commission, the City Clerk, and the Chief inspectors. All election officials are expected to treat every single voter, observer, or other individual at the polling place with respect and neutrality. Many polling places are located within schools or other facilities that may have traffic not related to the Election. Officials must be respectful of others' use of the facility. The Chief Inspector is the liaison between the polling place and the City Clerk's office. Officials should contact the Chief before calling the Clerk's office. Many Election Day questions can be answered by checking the Election Day Manual reference binder located at each polling place.

**CAN I BE EXCUSED FROM MY REGULAR JOB TO BE AN ELECTION INSPECTOR?**

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election inspector if the employee who serves as an election inspector provides his or her employer with at least seven (7) days of notice. The leave is for the entire 24-hour period of each Election Day in which the employee serves. Upon request of any employer, the Clerk will verify the appointment.

I hereby certify that I have read all of the information on this document and that I meet the qualifications of the position(s) for which I am applying. I will adhere to all training requirements and meet the expectations of the job and duties as assigned. I understand that if I fail to meet the qualifications, requirements, or expectations of the job, I may be dismissed without prejudice by the City Clerk. I will maintain a copy of this signed document as proof that I made this commitment.

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**Applicant's Signature**

**Date**

**RETURN FORM TO:** City Clerk's Office  
City of Beloit  
100 State Street  
Beloit, WI 53511

**FOR MORE INFORMATION:** (608) 364-6680  
StottlerL@ci.beloit.wi.us  
www.ci.beloit.wi.us



## DIRECT DEPOSIT AUTHORIZATION FORM FOR ELECTION OFFICIALS

The City of Beloit requires the direct deposit of employee paychecks. Election officials are considered casual employees, and all future payments must be directly deposited into your checking or savings account. **Please attach a voided check or printed document from your financial institution that includes your account number, routing number, and type of account (checking or savings)** to this form. If you change accounts, financial institutions, or email addresses, please contact the City Clerk's office immediately. Failure to provide accurate and updated information may result in a delay in check processing.

Your payroll deposit will be posted to your account(s) on the Thursday of the payroll week. Depending on the timing of the election and the number of workers, your deposit may be posted to your account up to four weeks after the date of the Election at which you worked. You will receive a payroll advice via email to the email address listed below. Please add the email address [payroll@beloitwi.gov](mailto:payroll@beloitwi.gov) to your list of contacts so that your payroll advice is not sent to you junk email folder. If you do not provide a valid email address, the advice will be printed and mailed to your home address. Please note that emailing payroll advices is preferred by staff because it will save a significant amount of time and money.

***I HEREBY AUTHORIZE THE CITY OF BELOIT TO DIRECT DEPOSIT MY PAY.***

\_\_\_\_\_  
Name (Please Print) Signature

\_\_\_\_\_  
Email Address Date

\_\_\_\_\_  
Home Address, City, State, and Zip Code

**Type of account (circle one):** Checking or Savings

\_\_\_\_\_  
Financial Institution Name Bank Account Number Routing Number

**NOTE: You must attach a voided check or printed document from your financial institution that includes your account number, routing number, and type of account (checking or savings). This form is not complete without this attachment.**

\_\_\_\_\_  
**Internal Office Use Only:**  
Check/Doc. Attached: \_\_\_\_\_  
Employee Number: \_\_\_\_\_  
Sent to Accounting: \_\_\_\_\_

# Form W-4 (2016)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent	<b>A</b>			
<b>B</b>	Enter "1" if: <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td> <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul> </td> </tr> </table>	{	<ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>	<b>B</b>	
{	<ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>				
<b>C</b>	Enter "1" for your <b>spouse</b> . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	<b>C</b>			
<b>D</b>	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return	<b>D</b>			
<b>E</b>	Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above)	<b>E</b>			
<b>F</b>	Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit ( <b>Note:</b> Do <b>not</b> include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	<b>F</b>			
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then <b>less</b> "1" if you have two to four eligible children or <b>less</b> "2" if you have five or more eligible children.</li> <li>• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child</li> </ul>	<b>G</b>			
<b>H</b>	Add lines A through G and enter total here. ( <b>Note:</b> This may be different from the number of exemptions you claim on your tax return.)	<b>H</b>			
	For accuracy, complete all worksheets that apply. <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td> <ul style="list-style-type: none"> <li>• If you plan to <b>itemize</b> or <b>claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</li> <li>• If you are <b>single and have more than one job</b> or are <b>married and you and your spouse both work</b> and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.</li> <li>• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.</li> </ul> </td> </tr> </table>	{	<ul style="list-style-type: none"> <li>• If you plan to <b>itemize</b> or <b>claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</li> <li>• If you are <b>single and have more than one job</b> or are <b>married and you and your spouse both work</b> and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.</li> <li>• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.</li> </ul>		
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----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<b>Form W-4</b>	<b>Employee's Withholding Allowance Certificate</b>	OMB No. 1545-0074
<b>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b>		<b>2016</b>
<b>1</b> Your first name and middle initial	Last name	<b>2</b> Your social security number
Home address (number and street or rural route)		<b>3</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <b>Note:</b> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		<b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
<b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	<b>5</b>	
<b>6</b> Additional amount, if any, you want withheld from each paycheck	<b>6</b>	\$
<b>7</b> I claim exemption from withholding for 2016, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b></li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here		<b>7</b>
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
<b>Employee's signature</b> (This form is not valid unless you sign it.)		<b>Date</b>
<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	<b>9</b> Office code (optional)	<b>10</b> Employer identification number (EIN)