



Village of Caledonia  
Election Worker Application

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

If retired, previous occupation: \_\_\_\_\_

Have you ever been an Election Worker:(circle one)    Y        N

ARE YOU QUALIFIED TO VOTE? (circle one)    Y        N

(Qualifications: U.S. Citizen, resident of Racine County, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.)

Party Affiliation: \_\_\_\_\_

Following are positions available on Election Day at the Village's polling places, please place a check in the box indicating your willingness to work that position.

Position	Brief Description	Please <input checked="" type="checkbox"/> box of position(s) you are interested in working.
Greeter	Using a map, will determine if the voter is at their correct polling location. Position requires standing.	
Poll Book (Badger Book)	Look up voter in poll book. Accuracy and attention to detail is required. The Badger Book automatically assigns voter numbers.	
Ballot Table	Ensure ballots have two initials, In certain elections, hand out ballots according identification number printed on ballot.	

Registration Deputy (Badger Book)	Assist voter to register to vote at the correct polling place. In certain elections, must have ability to read map to determine correct ballot for voter. Attention to detail and accuracy is required.	
Voting Machine	Responsible for taking voter number from voter before they leave the polling place, assist voter with any problems while inserting ballot into machine and with problems involving incorrectly voted ballots that get rejected from machine.	
Floater	This person is assigned to relieve other poll workers for lunch, bathroom breaks, and fill in when where busy.	

## Village of Caledonia Election Worker Questionnaire

1. Tell me why you are interested in becoming an Election Official.

2. What qualifications do you possess that you think would help you in working as an Election Official?

3. What is your experience in working in groups or teams?

4. Can you remain politically neutral while acting as an Election Official?

5. How would you react to a voter who becomes upset or disrupts the polling site?

6. Elections occur 2-4 (in rare occasions more than 4) times a year, in order to schedule elections properly we require a minimum one-year commitment, however, we will accommodate for scheduling conflicts, are you okay with this?

**HOURS:**

Polls are open 7:00 AM to 8:00 PM. Chief Inspectors are in charge of assigning tasks and responsible for contacting poll workers for each election.

**Shift I am available to work:** (circle one) AM PM All Day

The Village of Caledonia has six polling locations. You would be assigned to work where needed.

Every effort is made to assign Election Workers to the shift or location they would like to work. However, this cannot be guaranteed, and you must be willing to be flexible as assignments are subject to change on an as needed basis.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please return form to:** Joslyn Hoeffert, Village Clerk, 5043 Chester Lane, Racine, WI 53402

Please refer any questions to Joslyn at [jhoeffert@caledonia-wi.gov](mailto:jhoeffert@caledonia-wi.gov) or 835-6414.

**Thank you for your interest in being an Election Worker.**

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT IS AN ELECTION INSPECTOR?**

Election Inspectors are the gatekeepers of Democracy and are vital to efficient, honest elections. Election Inspectors are sometimes called “poll workers”.

### **WHAT DO ELECTION INSPECTORS DO?**

Election Inspectors are responsible for election procedures in the polling location to which they are assigned. These procedures include helping to open the polls, registering voters, issuing ballots, providing assistance to voters, explaining the use of voting equipment and closing the polling location.

### **WHAT IS THE TRAINING AND TIME COMMITMENT INVOLVED WITH BEING AN ELECTION INSPECTOR?**

Training is provided by the Office of the Village Clerk and Chief Inspectors. This training will provide the necessary information and knowledge to be a successful Election Inspector. On Election Day, inspectors will start at 6:30 a.m. and work until the end of the day and completion of their duties.

### **THE FOLLOWING IS REQUIRED TO BE AN ELECTION INSPECTOR:**

- Be an adult citizen of the United States who resides in Racine County and is not disqualified from voting.
- Be able to speak, read and write fluently the English language.
- Have good hearing, can sit for long periods of time, efficient in finding names and numbers in the poll books, good penmanship.
- Have strong clerical skills, be able to solve problems and be an effective communicator.
- Work as a team.
- NOT a candidate for any office being voted on at the polling location during the election.
- Enjoy people and service to others.

### **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.

**ARE POLL WORKERS' EARNINGS TAXABLE?**

According to the IRS: Election Workers: Election workers are common-law employees; however, under IRC 3121b)(7)(F)(iv) an exception from FICA is provided for election officials and workers who earn less than a specified amount for a calendar year (\$1,400 in 2008). This provision applies to employing entities that do not have a Section 218 Agreement. If the employing entity has a Section 218 Agreement, the Agreement determines the treatment of election worker wages for social security tax. It may exclude election workers altogether from social security; it may specify a lower threshold at which social security tax is withheld; or it may provide no exclusion for election workers, in which case social security and Medicare taxes apply from the first dollar paid.

If you are interested in becoming an Election Inspector, please fill out the Election Inspector Application and return it to:

Office of the Village Clerk

Village of Caledonia

5043 Chester Lane

Racine, WI 53402

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
	6 City, state, and ZIP code		
7 List account number(s) here (optional)			

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
[ ]	[ ]	[ ]	-	[ ]	[ ]	-	[ ]	[ ]	[ ]
<b>or</b>									
<b>Employer identification number</b>									
[ ]	[ ]	[ ]	-	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## 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-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*