

Summer Job Checklist for Teens and Parents

Use this checklist to ensure you're prepared for your summer job and understand your tax responsibilities. Check off each item as you complete it!

Before Starting the Job

- ☐ **Research the Job:** Understand the job duties, hours, and pay rate.
- ☐ **Gather Necessary Documents:** Have your Social Security number, identification (e.g., driver's license or school ID), and any work permits if required.

On the First Day

- ☐ **Fill Out Form W-4:**
 - ☐ Provide accurate information to determine the correct amount of federal income tax to withhold from your paycheck.
 - ☐ Use the IRS Withholding Calculator to help fill out the form accurately.
- ☐ **Complete State Tax Forms:** If applicable, fill out any state-specific tax withholding forms.

During Employment

- ☐ **Track Your Hours:** Keep a record of the hours you work each day.
- ☐ **Keep Track of Tips:**
 - ☐ Record all cash and non-cash tips received.
 - ☐ Report tips to your employer if they total \$20 or more in a month.
- ☐ **Save Pay Stubs:** Keep all pay stubs and review them for accuracy.
- ☐ **Understand Your Paycheck:** Know the difference between gross pay (before deductions) and net pay (after deductions).

Self-Employment

- ☐ **Keep Detailed Records:** Track all income and expenses if you are self-employed (e.g., babysitting, lawn mowing).
- ☐ **Estimate Taxes:** If you expect to owe \$1,000 or more in taxes, consider making estimated tax payments.

At the End of the Job

- ☐ **Collect Final Paycheck:** Ensure you receive your final paycheck and that it includes all hours worked and any remaining tips.
- ☐ **Request a W-2 Form:** Your employer should provide a W-2 form by January 31 of the following year, summarizing your earnings and withholdings.

Tax Filing Season

- ☐ **Gather Documents:** Collect your W-2 form(s) and any other tax documents (e.g., 1099 forms for self-employment income).
- ☐ **File Your Tax Return:** Contact your tax practitioner to file your tax return accurately.

Additional Tips

- ☐ **Stay Informed:** Keep up with any changes in tax laws that might affect you.
- ☐ **Seek Help if Needed:** Don't hesitate to ask a parent or your tax practitioner for assistance.

This checklist can help you stay organized and ensure you meet your tax responsibilities while working summer jobs. Happy working! 😊