

**Board of Elections
City of Springfield**

36 Court Street, Room 8
Springfield, MA 01103

Direct Poll Worker Line: (413) 787-6178
Main Office Line: (413) 787-6190



Thank you for showing an interest in serving as a poll worker. It is important for our office to have a skilled group of dedicated poll workers that are willing to work and ensure a properly run election.

The minimum requirements to be a poll worker are as follows:

- Must be fluent in English.
- Should be available to work 6:30 am to 8:30 pm on Election Day.
- Must be able to attend a Mandatory paid training annually.

Attached you will find an application and W-9 that needs to be completed and returned to our office.

By mail: Springfield Election Commission
36 Court St, Rm. 8, Springfield, MA 01103

By email: elections@springfieldcityhall.com

We will contact you either by telephone or by mail based on the information provided on your application.

Please note: Application submission is not a guarantee of employment. Workers are contacted on an "as needed" basis. Thank you again for your interest!

Sincerely,

Board of Elections' Office



36 Court Street
 Room 8
 Springfield, MA 01103

(413) 787- 6178 – Direct Poll Worker Line
 (413) 787- 6190 – Main Office Line

City of Springfield Board of Elections Poll Worker Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City _____ State _____ ZIP Code _____

Mailing Address:

_____ A

City _____ State _____ ZIP Code _____

Phone: _____ Email _____

Social Security # _____ Date of Birth: _____ Do you have transportation to work? YES NO

How were you referred to the Board of Elections Office? _____

Are you a registered voter in Massachusetts? YES NO Can you work a full day (6:30am – 8:30pm) YES NO

| | | | |
|--|------------------------------|-----------------------------|---------------------|
| Have you ever worked as a poll worker? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, when/where? |
|--|------------------------------|-----------------------------|---------------------|

| | | | |
|--|------------------------------|-----------------------------|----------------------|
| Besides English, are you fluent in another language? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, please list: |
|--|------------------------------|-----------------------------|----------------------|

If yes, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment as poll worker, I understand that it is on an "election by election basis" and that I am not guaranteed a specific polling site. Any false or misleading information in my application may result in not being called to serve.

Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

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

| | | |
|---|--|---|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | City, state, and ZIP code | |
| 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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

| | | | | | | | | | | |
|-------------------------------|--|--|--|--|--|--|--|--|--|--|
| Social security number | | | | | | | | | | |
| | | | | | | | | | | |

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | | |
|---------------------------------------|--|--|--|--|--|--|--|--|--|--|
| Employer identification number | | | | | | | | | | |
| | | | | | | | | | | |

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).

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 on page 4.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.