



### New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG Interview. Please sign and date the bottom of this form stating that you received your log in information.

**CMG/ESSG/Reichel Foods Handbook**

**Healthcare Notice of Exchange and Website for Enrollment**

**Safety Policy**

**Drug and Alcohol Testing Policy**

**View Paystubs**

**Employee Notice of Employment and Wage**

Website: <https://zenople.esgazure.com/login/cmgi>

**\*\*do not fill out the login name or password. CMG will provide you with this information\*\***

Login Name: 6077223555

Login Password: Ade@5947

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the content, it is my responsibility to address my questions with a CMG representative. I also hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Signature:  Date: 11/19/2024

## Employee Photo Release Form

I, MUKANKUBITO Adeline agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

★ Signature: [Signature] Date: 11/13/2024

## Emergency Contact Information

Please list at least one person with one working phone number. We will only contact the name(s) listed below if we are unable to get ahold of you or if there is an emergency.

Contact #1

Name: 5077229157

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact #2

Name: LSHIMWE Elias

Relationship: Husband

Phone Number: 5077229157

Additional information you want ESSG and our client to know in the event of an emergency:

\_\_\_\_\_  
\_\_\_\_\_

This information will remain confidential and will only be used in the case of an emergency.

## Authorization to Enter New Hire Information

By signing below, I authorize a member of Corporate Management Group to enter my new hire paperwork into ESSG's online Zenople Employee Portal. I understand that I will be provided access via login name and password to view forms that have been entered on my behalf.

★ Signature: [Signature] Date: 11/13/2024

## Insurance Information

I understand that the CMG Staff defaults to decline insurance when entering my new hire paperwork unless specified otherwise during my interview. I understand that I have 30 days after my job offer to apply for insurance through ESSG via the log in information provided to me.

★ Signature: [Signature] Date: 11/13/2024

## Electronic W-2 Consent

The IRS has approved employers to send W-2's electronically to employees. You will receive your W-2 faster and have access to your W-2 at anytime.

Would you like to receive your W-2 statement electronically? Yes  No

Email: wkubito line 71 @ gmail. Com  
nkubito line @  
nkubito line 71 @ gmail. Com.

# Employee's Withholding Certificate

Department of the Treasury  
Internal Revenue Service

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.

Your withholding is subject to review by the IRS.

# 2024

<b>Step 1:</b> Enter Personal Information	(a) First name and middle initial <u>Adoline</u>	Last name <u>MUKANKOBITO</u>	(b) Social security number <u>731 97 5847</u>
	Address <u>3820 15th Ave NW</u>		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code <u>Rochester, MN, 55301</u>		
	(c) <input type="checkbox"/> Single or Married filing separately <input checked="" type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4app](http://www.irs.gov/W4app).

**Step 2:** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

**Multiple Jobs or Spouse Works**

Do only one of the following:

(a) Use the estimator at [www.irs.gov/W4app](http://www.irs.gov/W4app) for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
<b>Step 4 (optional):</b> Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Sign Here**  \_\_\_\_\_

Employee's signature (This form is not valid unless you sign it) Date 11/19/2024

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)



**2024 W-4MN, Minnesota Withholding Allowance/Exemption Certificate**

**Employees**

Complete Form W-4MN so your employer can withhold the correct Minnesota income tax from your pay. Consider completing a new Form W-4MN each year and when your personal or financial situation changes. If no Form W-4MN is in effect, the number of withholding allowances claimed will be zero.

First Name and Initial <u>Adeline</u>		Last Name <u>MOLANEWBIRD</u>	Social Security Number <u>731 97 5847</u>
Permanent Address <u>3820 15th Ave NW</u>		Marital Status (Check one): <input type="checkbox"/> Single; Married, but legally separated; or Spouse is a nonresident alien <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher single rate	
City <u>Rochester</u>	State <u>MN</u>	ZIP Code <u>55301</u>	

Complete Section 1 OR Section 2, then sign the bottom and give the completed form to your employer.

**Section 1: Determining Minnesota Allowances**

- A. Enter "1" if no one else can claim you as a dependent ..... A \_\_\_\_\_
- B. Enter "1" if any of the following apply: ..... B 1
  - You are single and have only one job
  - You are married, have only one job, and your spouse does not work
  - Your wages from a second job or your spouse's wages are \$1500 or less
- C. Enter "1" if you are married. Or 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.) . C 0
- D. Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return. .... D 1
- E. Enter "1" if you will use the filing status Head of Household (see instructions) ..... E \_\_\_\_\_
- F. Add steps A through E. If you plan to itemize deductions on your 2024 Minnesota income tax return, you may also complete the Itemized Deductions and Additional Income Worksheet. .... F \_\_\_\_\_

- 1. Minnesota Allowances. Enter Step F from Section 1 above or Step 10 of the Itemized Deductions Worksheet ..... 1 \_\_\_\_\_
- 2. Additional Minnesota withholding you want deducted for each pay period (see instructions) ..... 2 5

**Section 2: Exemption From Minnesota Withholding**

Complete Section 2 if you claim to be exempt from Minnesota income tax withholding (see Section 2 instructions for qualifications). If applicable, check one box below to indicate why you believe you are exempt:

- A. I meet the requirements and claim exempt from both federal and Minnesota income tax withholding
- B. Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding, because:
  - I had no Minnesota income tax liability last year
  - I received a refund of all Minnesota income tax withheld
  - I expect to have no Minnesota income tax liability this year
- C. All of these apply:
  - My spouse is a military service member assigned to a military location in Minnesota
  - My domicile (legal residence) is in another state
  - I am in Minnesota solely to be with my spouse. My state of domicile is \_\_\_\_\_
- D. I am an American Indian that resides and works on a reservation for which I am enrolled (see instructions).  
Enter the reservation name: \_\_\_\_\_  
Enter your Certificate of Degree of Indian Blood (CDIB)/Enrollment number: \_\_\_\_\_
- E. I am a member of the Minnesota National Guard or an active-duty U.S. military member and claim exempt from Minnesota withholding on my military pay
- F. I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 through 1455, and 12733, and I claim exempt from Minnesota withholding on this retirement pay

I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a \$500 penalty for filing a false Form W-4MN.

Employee's Signature: [Signature] Date: 11/19/2024 Overtime Phone Number: \_\_\_\_\_

Employees: Give the completed form to your employer.

**Employers**

See the employer instructions to determine if you must send a copy of this form to the Minnesota Department of Revenue. If required, enter your information below and mail this form to the address in the instructions. (Incomplete forms are considered invalid.) We may assess a \$50 penalty for each required Form W-4MN not filed with us. Keep a copy for your records.

Name of Employer	Minnesota Tax ID Number	Federal Employer ID Number (FEIN)
Address	City	State ZIP Code

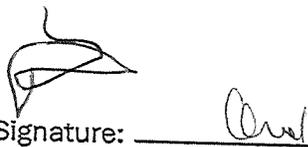
# EEO Information

Please choose one option under the following:

<b>Gender</b>
-No Answer
<input checked="" type="radio"/> -Female
-Male
-Non Binary
-Other

<b>Marital Status</b>
-No Answer
-Divorced
<input checked="" type="radio"/> -Married
-Unmarried
-Widowed

<b>Ethnicity</b>	<b>Veteran</b>
-Alaska Native	-Vietnam Era Veteran
-Asian	-Veteran
<input checked="" type="radio"/> -Black or African American	-Non-Veteran
-Hispanic Latino	-Other Protected Veteran
-Native Hawaiian	-Recently Separated Veteran
-Other Pacific Islander	-Special Disabled Veteran
-Two or more Races	<input checked="" type="radio"/> -No Answer
-Unknown Ethnicity	
-White	
-No Answer	

Signature:  \_\_\_\_\_

Date: 11/15/2024



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 07/31/2025

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1: Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) <b>MUKA-KUBITO</b>		First Name (Given Name) <b>Adeline</b>		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name) <b>3820 15th AVE NW</b>			Apt. Number (if any) <b>#100</b>	City or Town <b>Rocheater</b>		State <b>MA</b>
Date of Birth (mm/dd/yyyy) <b>11/18/2024</b>		U.S. Social Security Number <b>731491751847</b>		Employee's Email Address <b>nkubitoline71@gmail.com</b>		Employee's Telephone Number <b>508-722-8555</b>
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the Instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input checked="" type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
<input type="checkbox"/> 4. A noncitizen (other than item Numbers 2. and 3. above) authorized to work until (exp. date, if any).						
		If you check item Number 4., enter one of these:				
USCIS A-Number <b>A-69488259</b>		OR		Form I-94 Admission Number	Foreign Passport Number and Country of Issuance <b>9C 721704</b>	
Signature of Employee <b>A. Out</b>				Today's Date (mm/dd/yyyy) <b>11/19/2024</b>		

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

**Section 2: Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

Document Title 1	List A	OR	List B	AND	List C
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy):
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.



## Work Opportunity Tax Credit

Please circle Yes or No to the following questions:

- In the last year, have you or anyone you've lived with received SNAP (Supplemental Nutrition Assistance Program also referred to as food stamps)? Yes/No
- In the last two years, have you or anyone you've lived with received TANF (Temporary Assistance for Needy Families also referred to as welfare)? Yes/No
- Are you a veteran of the U.S. Military/Armed Forces? Yes/No
- Are you a person who has a disability? Yes/No
- Have you ever been convicted of a felony? Yes/No
- Are you unemployed? Yes/No
- Have you collected unemployment benefits at any time during your unemployment period? Yes/No

Thank you for taking the time to complete this survey related to IRS Form 8850 (Pre-screening Notice and Certification Request for the Work Opportunity Tax Credit) and the ETA Form 9175 (Long-Term Unemployment Recipient Self-Attestation Form). These forms are used to verify the information you have provided and to manage the important WOTC jobs program.

If you agree with the following declaration, click the submit button to electronically sign the Forms 8850 and (if applicable) 9175. Your electronic signature will authorize the Veterans Administration, Department of Vocational Rehabilitation, Tribal Governments, federal and state unemployment insurance offices, or other applicable agency to release verification of information to TCC. If the name is incorrect, type in your correct name and click the submit button to electronically sign.

*Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.*

\* Signature: \_\_\_\_\_

Date: 11/19/2024

## Direct Deposit

Payday is weekly on Friday.

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Checking or Savings

I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs included if account number that provide is incorrect.

\_\_\_ Please check here if you do not have your account information or have an account. We will provide you with a Bank of America Money Network Card.

\_\_\_ Please check here if you would like your paystubs electronically emailed to your email address.

*See Attached*

\* Signature: \_\_\_\_\_

Date: 11/19/2024

# ACCOUNT INFORMATION SLIP/VOLANTE DE INFORMACIÓN DE CUENTA

## STEP 1:

Complete the following information/Completa los siguientes datos

First Name/Nombre:

Last Name/APELLIDO:

Employee ID Number/Número de Empleador:

Social Security Number (optional)/Número de Seguro Social (opcional)

## STEP 2:

Employer: Detach this slip and retain information for your records.

Desprende este volante y entrégaselo a tu patron o empleador. No necesitas usar esta información nuevamente.

**FOR EMPLOYER USE ONLY:**  
PARA USO DEL PATRONO O EMPLEADOR SOLAMENTE

**ROUTING NUMBER: 084003997**

**ACCOUNT NUMBER: 7277631800866454**

Money Network Checks and Money Network Cards are issued by Pathward, N.A., Member FDIC.

## BALANCE AND TRANSACTION LIMITS SCHEDULE

*Adeline*

### Load Limitations<sup>1,2,3</sup>

Maximum Account Balance  
ACH Deposit of Other Funds (Direct Deposit)  
Load Check Funds Via Mobile App<sup>1,2</sup>  
Load Cash at Load Location  
Secondary Account Secondary  
Account Transfer

### Limit Amount<sup>1,2,3</sup>

\$8,000  
\$4,000 per day | \$8,000 per calendar month  
\$25- \$2,500 per check | \$5,000 per day | \$10,000 per month  
\$1,100 per transaction | \$2,500 per day | \$5,000 per month  
\$8,000 maximum account balance  
\$1,000 per day | \$2000 per month

### Withdrawal Limitations<sup>1,2</sup>

ATM Withdrawal Limit Money  
Network Check Limit  
Bank/Teller Over the Counter Withdrawal  
ACH Transfer to Domestic Bank  
ACH Transfer to International Bank

### Limit Amount<sup>1,2</sup>

\$600 per transaction and per day  
\$9,999.99 per Check and per day  
\$8,000 per transaction and per day  
\$8,000 per transaction | \$16,000 per day | \$64,000 per month  
\$1,000 per transaction and per day | \$2,000 per month

### Spend Limitations<sup>1,2</sup>

PIN Debit Transactions  
Signature Debit Transactions

### Limit Amount<sup>1,2</sup>

\$3,000 per transaction and per day  
\$3,000 per transaction and per day

\*Standard message and data rates apply

<sup>1</sup>Third parties may impose additional limitations or charge a separate fee. Reload providers may set a minimum load amount. For security, we may impose additional limits on the amount, number, or types of Money Network Service transactions you may make.

<sup>2</sup>These limits apply to the transaction types identified. Your Fee Schedule identifies the transaction types available to you and the applicable fees.

<sup>3</sup>If you are participating in the payroll program of the employer that initially enrolled you into the Money Network Service, the Maximum Account Balance does not apply to wage deposits received from that employer. Loads via other load transactions may be rejected if you have reached the Maximum Account Balance or the load will cause your Balance to exceed the Maximum Account Balance.

## HOW DO I...

**REPORT A LOST OR STOLEN CARD OR CHECK?** Call 1-888-913-0900 immediately to report it.

### DISPUTE A TRANSACTION?

If you don't recognize a transaction in your recent transaction history, promptly call the Customer Service number at 1-888-913-0900 to dispute the transaction.

For questions about your Account call 1-888-913-0900 or visit [moneynetwork.com](http://moneynetwork.com).



# CORPORATE MANAGEMENT GROUP

## Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



### Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Full Name: (Last Name, First Name) MUKAMUKUBITO Aobline Date: 11/19/2024

Address: (Street Address) 3290 13<sup>th</sup> Ave NW (Apt./Unit #) 100

(City) Rochester (State) MN (ZIP Code) 55904

Phone: 507 722 8555 Email: nkubitoline71@gmail.com

Social Security No. 731 - 97 - 5347 Date Available: 11/19/2024

Position Applied for: \_\_\_\_\_ Desired Wage: \$15

Shift Available to work: 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  Employment desired:  Full-Time  Part-Time

Are you authorized to work in the U.S?  Yes  No

How did you hear about us? indeed.com Referral Name: \_\_\_\_\_

If under 18, please list age: \_\_\_\_\_

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  No  Yes

Stand  
2N  
FT/Peru

### Previous Employment

Company: ECO PRINT Phone: 1 850 788 2995 75

Address: KIGALI RWANDA Supervisor: NCHIMIXIMANA Aphrodite

Job Title: Accountant

Responsibilities: \_\_\_\_\_

From: 2018 To: 2024 Reason for Leaving: I moved to USA with my family

May we contact your previous supervisor for reference?  Yes  No

weekends  
Olay

Recently  
Relocate  
USA

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

EG - PR Greece  
DT -   
EV - NMT

Accepted



# CMG Preliminary Questions



Name: ADELINA MURKIN KUBITO

Date: 11/13/2020

### Please Mark Yes or No

1. If hired are you willing to take a drug test? Yes  No  *KS*

2. Do you have any known food allergies to soy, wheat, peanuts, or milk? Yes  No

3. Are you able to work with pork? Yes  No  *KS*

### Please Mark Your Preferred Position

4. Which plant do you prefer?  South  North *KS*

5. What shift to you prefer?  1st  2nd  3rd *2*

Have you ever been convicted of a crime? Yes  No

Explain

Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature *Adelina*

Interviewer Signature *Kelly McSweeney*



## Y CARD

o not allow others to use your number  
i lost or stolen. Do not carry your card  
revent their misuse.

benefit record if your name, U.S.  
will need to file an application for a  
and other evidence supporting the

ecurity number exactly as shown on

d keeping purposes, which is neither  
ity number is a private matter between  
tion from your Social Security record

r must tell you its authority for  
oviding it is mandatory or voluntary.  
r Social Security card will be marked  
you provide your number to an  
o show your U.S. immigration

your Social Security card will be  
immigration officials if you use the

sa.gov to get information or use our

ontains important

e signature line.

## YOUR SOCIAL SECURITY CARD

**ADULTS:** Sign this card in ink immediately.

**CHILDREN:** Do not sign until age 18 or your first job,  
whichever is earlier.

Keep your card in a safe place to prevent loss or theft.

**DO NOT CARRY THIS CARD WITH YOU.**

Do not laminate.

