

# ADOBE SIGNATURE INSTRUCTIONS

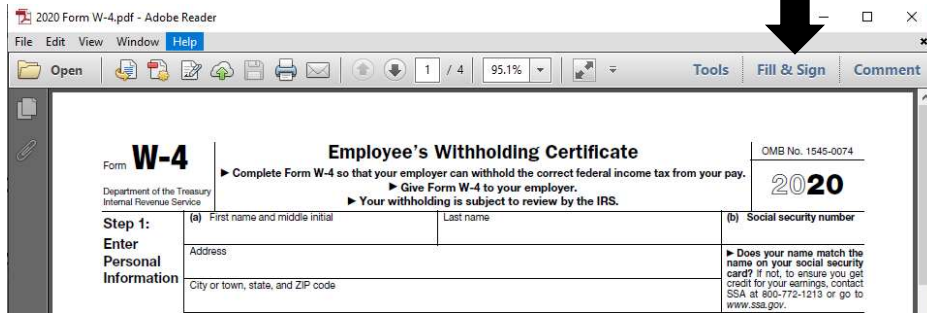
## To use your actual signature:

Sign a white piece of paper and take a picture, you can use your phone and email it to yourself, save it on your computer or you will have the option to use your web cam- to take the picture. Save this somewhere you will find it again.

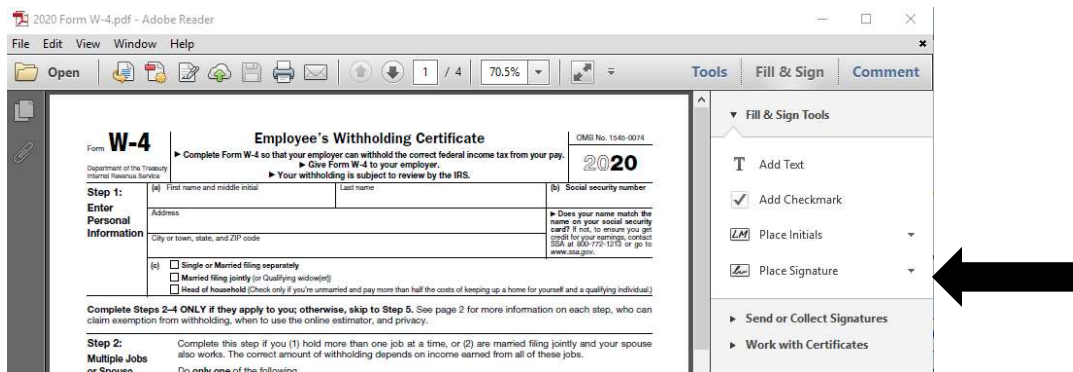
Save your document as a PDF on your computer.

Go to place saved and open the PDF you saved.

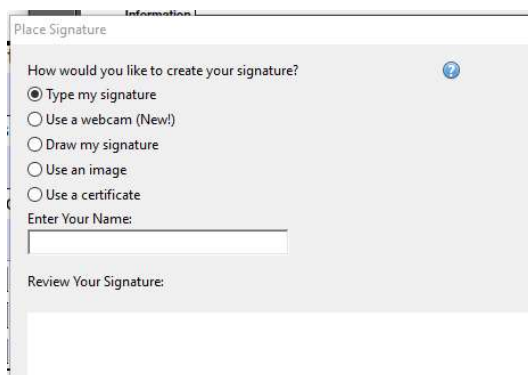
Click on Fill & Sign:



Then click Place Signature:



Use the drop down for Place Signature:



If you use a webcam you will need to sign a piece of paper to take the image.

You can use the saved image you may have done initially- use an image.

## To use a certificate:

You would have elected this option in the step above.

Adobe will prompt you to draw the place you want to place your signature. Your options may differ slightly follow the prompts.

Information: City or town, state, and ZIP code

(e)  Single or Married filing separately  
 Married filing jointly  
 Head of household

Complete Steps 2-4 ONLY if the exemption from withholding also works.

2: Complete the following steps:  
Do only one of the following:  
(a) Use the standard deduction.  
(b) Use the itemized deductions.  
(c) If there is an accrual, use the accrual method.  
TIP: To be eligible for the standard deduction, your income, including tax-exempt income, must not exceed the limit.

Complete Steps 3-4(b) on Form 1041-ES if you complete the following steps.

3: If your income is:  
Multiply the amount by:  
Multiply the amount by:  
Add the amount to the tax.

4 (Optional): If you have other income, include it in the tax calculation.  
(b) Deduct the amount and enter the amount on the appropriate line.  
(c) Extra withholding.

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

Employee's signature (This form is not valid unless you sign it.) \_\_\_\_\_ Date \_\_\_\_\_

Employer's name and address: St. Olaf College 1520 St Olaf Ave, Northfield, MN 55057  
First date of employment: \_\_\_\_\_ Employer identification number (EIN): 41-0693979

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Click sign and it will also prompt you to resave the document.