



American Scrap Iron and Metal

2256 Charleston Hwy, Cayce 29033

7716 Fairfield Road, Columbia, SC 29203

1401 Pecan Street, Florence SC 29053

Employment Application

First Name: _____

Last Name: _____

Date of Birth: _____

Phone Number: _____ Desired Salary: _____

Social Security Number: _ _ - _ - _ _ _ SS# Applied For: _____

Are you authorized to work in the United States? YES NO

Have you ever worked for this company? YES NO If YES, please explain:

Do you have family, friends or know someone who works for this company or has ever worked for this company? YES NO If Yes, please explain:

Have you ever been convicted of a felony? YES NO If Yes, please explain:

Can you pass a drug Test and agreed that if you fail a drug test, the fees will be taken from your pay? YES NO



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REFERENCE: Policy Statement, Employee/Customer Protocols:

- Smile when Appropriate.
- Always be Kind, Respectful and Quick.
- If the customer is smoking, remind them nicely that by law and for their safety our facilities are Smoke Free.
- If a customer becomes argumentative or agitated have a supervisor handle it.
- We do not accept tips.
- When assigned to Buying Station do not leave it unattended or unlocked.
- Employees, always leave Buying Station Windows clear for customers.
- Converters must be paid by check.

Employee Obligations:

Smoking Area: smoking is permitted in designated area only and during breaks and/or lunch period. Designated areas are assigned to outside facility gate.

Personal Phone Usage: Use of person phones must be kept to breaks and /or lunch period.

Professionalism: Everyone must put forth an effort to be respectful to customers and co-workers. It is unacceptable to use harsh or vulgar language when speaking with customers or fellow employees.

Appropriate Dress: Shirts must be sleeved: No tank tops or cut off sleeves. No sagging pants.

Loss Prevention: All employees must act reasonably and take appropriate measure to prevent losses arising from willful action which may result in injury, property damage, theft, loss, abuse, or unauthorized access to physical and/or intellectual property {including data). All instances resulting in personal injury, property damage, theft, loss, abuse, or unauthorized access to physical and/or intellectual property {including data), must be reported immediately to your supervisor.

Legal Compliance: All employees will become familiar with the laws pertaining to activities performed at American Scrap Iron and Metal and affiliates including the buying and selling of Catalytic Converters and non-ferrous metals and will conduct business in accordance with the law. **Permits must be asked for and verified for ALL sellers of non-ferrous and converters.** Any employee having any questions concerning the legality of an activity or transaction will immediately confer with a supervisor to clarify if or how the transaction should be completed before proceeding

I hereby affirm that I have read the policy agreement above and have read SC STATE LAW 16-17-680 (ATTACHED) pertaining to the buying and selling of Catalytic Converters and will conduct business in accordance with the law. In any instance where I am not sure of the legality of an activity or transaction, I will clarify procedures with a supervisor before proceeding.

Employee Signature _____

Date _____

SupervisorSignature. _____

Date. _____



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Employment Application

REFERENCE: Policy Statement, Cash Handling:

This Policy Statement is directed to all employees of American Scrap Iron and Metal (ASIM) and ALL affiliated companies (American Recycling and Parts, American Steel and Recycling, ASIM Logistics, ASR Trucking, and any others formed or named at a later date) and is in effect immediately.

Criticality of accurate accounting processes is vital to our day-to-day planning and operational success. It is therefore the responsibility of each individual working the cash box to verify monies at the beginning and end of each day. Any individual handing cash on behalf of the company is responsible for providing an accounting of that cash, daily. Proper documentation of this and changes throughout the day is essential to operations.

Individuals who fail to meet the requirement of accurate balances at days end will be subject to Consequence Management, up to and including reimbursement of loss of funds and/or termination.

I hereby acknowledge having received, reviewed and understand the above referenced Policy Statement, Cash Handling.

PRINT Employee Name _____

Employee Signature _____

*Date*_____

PRINT Supervisor Name - - - - -

Supervisor Signature _____

*Date*_____



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Employment Application

6 February 2018

REFERENCE: Policy Statement, Consequence Management:

This Policy Statement is directed to all employees of American Scrap Iron and Metal (ASIM) and ALL affiliated companies (American Recycling and Parts, American Steel and Recycling, ASIM Logistics, ASR Trucking, and any others formed or named at a later date) and is in effect immediately.

All employees are expected to perform job duties, conduct themselves in a professional manner and be respectful of personnel and adhere to all company policies and procedures. Employees failing to comply will be subject to this policy.

Examples of issues that may be subject to Consequence management:

1. Not meeting job requirements
2. Inability to meet deadlines
3. Poor quality of work
4. Insufficient quantity of work
5. Excessive absences
6. Excessive tardiness
7. Intentional abuse of company property
8. Insubordination
9. Stealing
10. Arguing/fighting with co-workers
11. Throwing objects
12. Falling asleep on the job
13. Harassment or violence
14. Substance abuse

Progressive Disciplinary Action:

1. Verbal Warning
2. Documented Verbal Warning
3. Written Warning
4. Termination

Employees are subject to the disciplinary consequence process for acts associated with violating this policy statement. The process of **Progressive Disciplinary Action** can lead up to and include termination at any of the phases noted above.

I hereby acknowledge having received, reviewed, and understand the above referenced Policy Statement, Consequence Management.

PRINT Employee Name _____

Employee Signature _____

Date. _____

PRINT Supervisor Name _____

Supervisor Signature, _____

Date. _____



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Employment Application

REFERENCE: Personnel Agreement

This Policy Statement is directed to all employees of American Scrap Iron and Metal (ASIM) and ALL affiliated companies (American Recycling and Parts, American Steel and Recycling, ASIM Logistics, ASR Trucking, and any others formed or named at a later date) and is in effect immediately.

It is the objective of American Scrap Iron and Metal Leadership to provide a work environment conducive to a productivity and efficiency. This effort takes everyone's participation and ownership of responsibilities assigned. Leadership will provide the opportunity for all employees to achieve these objectives. However, communication must be straight forward and continuous.

I hereby confirm the receipt and understanding of the following policies and procedures as they pertain to performing my job as a driver withing the referenced companies.

- 1. **Property Damage, dated 10 September 2018**
- 2. **Consequence Management, dated 6 February 2018**

Employee agrees to:

- 1. **Report to work on time: 8:00 am to 5:00 pm**
 - a. **Any employee deviation to these hours must be approved in advance**
 - b. **From time to time, additional hours may be requested of employee. It is the Supervisor's responsibility to schedule and request. Employee is not obligated.**
- 2. **Lunch at designated times**
- 3. **Conduction personal activity during work hours is prohibited.**
- 4. **Alcohol or drug use or possession during work hours is prohibited at any American Scrap Iron and Metal (ASIM) and ALL affiliated companies (American Recycling and Parts, American Steel and Recycling, ASIM Logistics, ASR Trucking, and any others formed or named at a later date).**
- 5. **Employee agrees to submit to random alcohol/drug screening. Company Policy will align with Federal, State and/or Local requirements.**
- 6. **It is the employee's responsibility to communicate with Supervisor when tasks are complete, incomplete r cannot be continued.**

I hereby acknowledge having received, reviewed, and understand the above referenced Personnel Agreement.

PRINT Employee Name _____

Employee Signature _____ *Date* _____

PRINT Supervisor Name - - - - -

Supervisor Signature _____ *Date* _____



American Scrap Iron and Metal

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Employment Application

10 September 2018

REFERENCE: Policy Statement, Employee Damage to Company Property:

This Policy Statement is directed to all employees of American Scrap Iron and Metal (ASIM) and ALL affiliated companies (American Recycling and Parts, American Steel and Recycling, **ASIM** Logistics, ASR Trucking, and any others formed or named at a later date) and is in effect immediately.

All employees must act reasonably and take appropriate measures to prevent losses arising from willful action which may result in personal injury, property damage, theft, loss, abuse or unauthorized access to physical and/or intellectual property (including data).

All employees must demonstrate care for company property and will be held financially responsible for any breakage or loss caused by a dishonest or willful act, or by the employee's gross negligence.

Negligence includes but is not limited to: failure to complete morning pre-trip inspection and maintaining operations fuel levels.

All incidents resulting in personal injury, property damage, theft, loss, abuse, or unauthorized access to physical and/or intellectual property (including data), must be reported to you Supervisor immediately.

I acknowledge that I may be held financially accountable to restore and/or replace damaged property belonging to American Scrap Iron and Metal and all affiliate companies. Such financial enumeration will be addressed through payroll deduction or full payment at time of incidence and shall remain valid should employee/employer terminate employment.

Employees are subject to Disciplinary Consequence process for acts associated with violating this policy statement.

I hereby acknowledge having received, reviewed, and understand the above referenced Policy Statement, Employee Damage to Company Property.

PRINT Employee Name _____

Employee Signature _____

Date _____

PRINT Supervisor Name _____

Supervisor Signature _____

Date. _____



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REFERENCE: Policy Statement, Grounds Person

The Position of Grounds Person entails but is not limited to:

- Cleaning the Yard
- Following Directions given by managers
- Processing cars that are already in the yard and are coming in as scrap vehicles
- Cutting and removing converters, without damaging
- Tire removal
- Misc. Projects
- Immediate notification to Supervisor of any emergency incident where there personal injury or property damage.
- Being honest and showing up on time and leaving when work hours oar over (not lingering around when everyone is leaving

I understand that should I be asked to do a task in which I am unfamiliar, I will approach my supervisor for further guidance.

I hereby acknowledge having received, reviewed, and understand the above referenced Policy Statement, Grounds Person.

PRINT Employee Name _____

Employee Signature _____

Date _____

PRINT Supervisor Name _____

Supervisor Signature _____

Date _____



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REFERENCE: Policy Statement, Terms of Use

American Scrap Iron and Metal Terms of Use Agreement. For purposes of this agreement, "Site" refers to the Company's physical locations, which can be accessed at

- 2256 Charleston Hwy, Cayce 29033
- 7716 Fairfield Road, Columbia, SC 29203
- 1401 Pecan Street, Florence SC 29053
- Any additional locations the company may add in the future.

The following Terms of use apply when you are employed by American Scrap Iron and Metal (ASIM) and ALL affiliated companies (American Recycling and Parts, American Steel and Recycling, ASIM Logistics, ASR Trucking, and any others formed or named at a later date) as a cash handler/buyer.

Please review the following terms carefully. By Printing, signing and dating, you signify your agreement to these Terms of Use. This shall be taken as seriously as a legal document. If you do not agree to be bound by these Terms of Use in their entirety, you may bring complaints to Shelby Dickensheets at 803-252-6565 or resign.

PRIVACY POLICY

The Company respects the privacy of its trades. Please refer to the Company's Privacy Policy found here in the American Scrap Iron and Metal Handbook, which was received upon your hire date, and which explains how we collect, use and disclose information that pertains to our privacy and financial standing. When you are employed as a money handler/buyer, you signify your agreement to the privacy Policy as well as these Terms of Use.

ABOUT THE SERVICE

The Service allows you to handle money for American Scrap Iron and Metal. This policy is in effect as of 29 August 2019. If you verify money 1 time in the morning, 1 time in the evening and do not have the correct amount a SUM + < \$4.00 from the total of your expected amount for days end, you are responsible to pay this amount to the Company. If you resign during pay days it will be automatically withheld through payroll. If you are over, you must provide all cash account forms, all tickets given to customers daily and you will be written up. Two (2) write ups will result in termination.

If you are purchasing steel, you MUST secure the sellers proper identification. There are no exceptions. If you are purchasing non-ferrous metals, you must verify proper documentation: NON-FERROUS PERMIT and MATCHING ID CARD. If the customer is selling **Catalytic Converters** each purchase MUST comply with **SC STATE LAW 16-17-680 (ATTACHED)**. ***In any instance where I am not sure of the legality of an activity or transaction, I will clarify procedures with a supervisor before proceeding. FAILURE TO DO SO WILL RESULT IN TERMINATION.***



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REGISTRATION: RULES FOR USER CONDUCT AND USE OF THIS SERVICE

You must be at least 20 years old and a resident of the United States to obtain the position of money handler/buyer. You must not have any prior convictions for this specific job. You must be able to pass a drug test whenever randomly selected. You will be given your own login and password. It is very important that you do not share this with others and always only your own login.

You hereby agree that we have the right to determine whether your applications/interview submissions are appropriate and comply with Terms of Service, removing any and/or all of your submissions and terminate you with or without prior notice if the final count and policy rule violations are significant.

Example "Today I was checking the final count and Shelby was \$12.00 short. She did not have an explanation. She was terminated on the spot."

You understand and agree that any liability, loss or damage that occurs as a result of negligence or mishandling, that you make, is solely your responsibility.

I hereby acknowledge having received, reviewed, and understand the above referenced Policy Statement, Policy Statement, Terms of Use.

PRINT Employee Name _____

Employee Signature _____

Date _____

PRINT Supervisor Name _____

Supervisor Signature _____

Date _____



**American Scrap Iron and Metal
Non-Compete Contract Agreement**

_____ agrees that, during the term of employment he/she will not engage in competing business in the industry of **Metal and Scrap Recycling and Catalytic Converter Recycling** or with any other business that can in any way be deemed a competitor of **American Scrap Iron and Metal** during employment and for a period of **2** year(s) after termination of employment.

Specifically, _____ may not, directly or indirectly, own, lease, control, operate, participate in, manage, provide services for, consult with, advise, or permit his/her name to be used by any business that competes with **American Scrap Iron and Metal** in any way. To include contact with any **American Scrap Iron and Metal** customers, vendors and/or clients.

For the purposes of this contract, a "competitor" or "competing business" is defined as one that operates, in any capacity, in the **Metal and Scrap Recycling and Catalytic Converter Recycling** industry, within a **100-mile** radius of any of **American Scrap Iron and Metal** operation centers.

Signed this _____ day of _____, _____

Print Name

Signature

Company Representative Name

Company Representative Signature

Notary Seal and Signature:



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Payroll Direct Deposit Authorization Form

(THIS FORM CHANGES ONLY AN EMPLOYEE BANK ACCOUNT(S) FOR DIRECT DEPOSIT)

I, _____, (employee) do hereby authorize American Scrap Iron and Metal to deposit my payroll check directly into my Checking or Savings accounts as specified below or (if checked) add to my Payroll Debit Card. I understand this authorization will remain in effect until I provide timely written notice to cancel this service. I also understand that my account may receive a prenote (\$0.00) transaction one pay cycle before I can begin the direct deposit on a live basis. I authorize any overpayments to me to be electronically deducted from my account or Payroll Debit Card.

Account(s) to be credited (can be deposited in multiple accounts):
Attaching a voided check (not a deposit slip) or a Savings account deposit slip will help assure accuracy.

BANKNAME_____

ABA # _____ Acct. # _____

Type of account: Checking Savings Pay Card

Signature of employee _____ Date _____

Attach voided check here if available

(ABO, R96, H3991) AN ACT TO AMEND SECTION Previous16-17-680Next, CODE OF LAWS OF SOUTH CAROLINA, 1976, RELATING TO PERMITS TO PURCHASE NONFERROUS METALS, TRANSPORTATION AND SALE OF NONFERROUS METALS, AND VARIOUS OFFENSES ASSOCIATED WITH NONFERROUS METALS, SO AS TO INCLUDE IN THE PURVIEW OF THE STATUTE PROCEDURES FOR THE LAWFUL PURCHASE, SALE, AND POSSESSION OF USED, DETACHED CATALYTIC CONVERTERS OR ANY NONFERROUS PART OF ONE UNLESS PURCHASED, SOLD, OR POSSESSED UNDER CERTAIN DELINEATED CIRCUMSTANCES, AND TO PROVIDE INCREASED AND TIERED PENALTIES FOR UNLAWFUL CONDUCT RELATED TO CATALYTIC CONVERTERS.

Be it enacted by the General Assembly of the State of South Carolina: Nonferrous metals, catalytic converters, lawful and unlawful conduct, penalties

SECTION 1 Sections Previous16-17-680{G}, {I}, and {L} of the 1976 Code are amended to read:

- "{G} (1) It is unlawful to transport nonferrous metals in a vehicle or have nonferrous metals in a person's possession.
- (2) Subsection {G}(1) does not apply if:
- (a) the person can present a valid permit to transport and sell nonferrous metals issued pursuant to subsection (C); or
 - (b) the person can present a valid bill of sale for the nonferrous metals.
- {3} If a law enforcement officer determines that one or more of the exceptions listed in subsection (G){2} applies, or the law enforcement officer determines that the nonferrous metals are not stolen goods and are in the rightful possession of the person, the law enforcement officer shall not issue a citation for a violation of this subsection.
- (4) A person who violates a provision of subsection (G){1}:
- (a) for a first offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than two hundred dollars or imprisoned not more than thirty days;
 - (b) for a second offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned not more than one year, or both; and
 - (c) for a third or subsequent offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than three years, or both. For an offense to be considered a third or subsequent offense, only those offenses that occurred within a period of ten years, including and immediately preceding the date of the last offense, shall constitute a prior offense within the meaning of this subsection.
- (5) If a person transports nonferrous metals that the person knows are stolen in a vehicle or has in the person's possession nonferrous metals that the person knows are stolen, is operating a vehicle used in the ordinary course of business to transport nonferrous metals that the person knows are stolen, presents a valid or falsified permit to transport and sell nonferrous metals that the person knows are stolen, or presents a valid or falsified bill of sale for nonferrous metals that the person knows to be stolen, the person is guilty of a felony and, upon conviction, must be fined in the discretion of the court or imprisoned not more than ten years, or both. If the person obtained a permit to transport and sell nonferrous metals pursuant to subsection {C}, the permit must be revoked.
- {I} (1) A secondary metals recycler shall not purchase or otherwise acquire:
- (a) an iron or steel manhole cover;
 - (b) an iron or steel drainage grate; or
 - (c) a coil, unless the seller is an exempted entity pursuant to subsection (J){1}(e) or the seller presents a bill of sale from a company licensed pursuant to Chapter 11, Title 40 indicating that the seller acquired the coil as the result of a unit replacement or repair. The bill of sale is sufficient proof of ownership and serves the same purpose as a permit to transport and sell nonferrous metals. A person who presents a falsified bill of sale is guilty of a misdemeanor and, upon conviction, must be fined in the discretion of the court or imprisoned not more than three years, or both.
- (2) (a) It is unlawful for any individual or entity other than a permitted secondary metals recycler to purchase, or to attempt to purchase, a used, detached catalytic converter or any nonferrous part of a catalytic converter.
- (b) Except as otherwise provided in item {3}{a}{iii}{aa}, {bb}, and {cc} for those businesses delineated in item {3}{a}{ii}, it is unlawful for any individual or entity to possess, obtain or otherwise acquire, transport, or sell a used, detached catalytic converter or any nonferrous part of a catalytic converter without a permit and without providing the following documentation to law enforcement and/or a permitted secondary metals recycler:
- (i) the name of the person or company that removed the catalytic converter;
 - (ii) the name of the person for whom the work was completed;
 - (iii) the make and model of the vehicle from which the catalytic converter was removed;
 - (iv) the vehicle identification number of the vehicle from which the catalytic converter was removed;
 - (v) the part number or other identifying number of the catalytic converter that was removed; and
 - (vi) the certificate of title or certificate of registration showing the seller's ownership interest in the vehicle.
- (c) It is unlawful for a seller of a used, detached catalytic converter or any nonferrous part of a catalytic converter to provide any false, fraudulent, altered, or counterfeit information or documentation as required by this subsection.
- {d} An individual or entity who violates any provision of subsection (1){2}, for a first offense, is guilty of a misdemeanor and, upon conviction, must be fined in the discretion of the court or imprisoned not more than three years, or both; or

for a second offense, is guilty of a felony and, upon conviction, must be fined in the discretion of the court or imprisoned not more than five years, or both.

{e} Each unlawfully obtained, possessed, or transported used, detached catalytic converter is a separate violation that subjects the individual or entity to a separate charge. Upon conviction, the court may order the individual or entity to pay restitution for the value of the repair and replacement of the catalytic converter or the individual or entity may be held liable as otherwise provided by law. A person in possession of a used, detached catalytic converter without identifying documentation is presumed to be in possession of contraband subject to forfeiture as otherwise provided by law.

{f} For purposes of this section, a used, detached catalytic converter does not include a catalytic converter that has been tested, certified, and labeled for reuse in accordance with applicable U.S. Environmental Protection Agency Clean Air Act regulations, as may from time to time be amended.

{3} {a} It is unlawful for a secondary metals recycler to purchase a used, detached catalytic converter or any nonferrous part of a used catalytic converter unless the secondary metals recycler has a permit from the local sheriff's office, the sale occurs at the secondary metals recycler's fixed site or the sale occurs at the seller's fixed site but only if the seller is a licensed automotive repair service, a licensed demolisher, as defined in Section 56-5-5810, a licensed secondary metals recycler, or a licensed motor vehicle dealer and the purchase is made by a permitted secondary metals recycler who maintains a fixed site within the State, and the following requirements are followed:

{i} the catalytic converter or nonferrous part was purchased as part of a vehicle; or

{ii} the catalytic converter or nonferrous part was purchased from a secondary metals recycler, new or used motor vehicle dealer, automotive repair service, motor vehicle manufacturer, vehicle demolisher, or distributor of catalytic converters and a copy of the seller's valid business license is received and maintained by the purchaser at the time of the transaction; or

{iii} the business selling the catalytic converter or nonferrous part provides a record or receipt showing:

{aa} the repair order number, when applicable;

{bb} the date of repair or the date on which the catalytic converter was removed from a vehicle, including the identity of the individual or entity that removed the catalytic converter, when applicable; and

{cc} the vehicle identification number of the vehicle from which the catalytic converter was removed; or

{iv} the individual selling the catalytic converter or nonferrous part provides the secondary metals recycler with the following information for the motor vehicle that the catalytic converter was taken from to include all of the following:

{aa} the name of the person or company that removed the catalytic converter;

{bb} the name of the person for whom the work was completed;

{cc} the make and model of the vehicle from which the catalytic converter was removed;

{dd} the vehicle identification number of the vehicle from which the catalytic converter was removed;

{ee} the part number or other identifying number of the catalytic converter that was removed; and

{ff} the certificate of title or certificate of registration showing the seller's ownership interest in the vehicle.

Nothing in this item prevents an out-of-state secondary metals recycler who maintains a fixed site and who complies with all other provisions of this chapter from obtaining, purchasing, or otherwise acquiring a used, detached catalytic converter or any nonferrous part of a used catalytic converter.

{b} Before each purchase or acquisition of a used, detached catalytic converter, the secondary metals recycler, including an agent, employee, or representative of the secondary metals recycler, must:

{i} verify, with the applicable documentation that the person transferring or selling the used, detached catalytic converter acquired it legally and has the right to transfer or sell it; and

{ii} retain a record of the applicable verification and other information required pursuant to subsection {0}{2} and note in their records any obvious marking on the used, detached catalytic converter such as paint, labels, or engravings that would aid in the identification of the catalytic converter.

{c} A seller of used, detached catalytic converters or any nonferrous metal part of such is subject to the provisions of subsection {C} regarding the permitting of a person or entity to transport and sell nonferrous metals except for an automotive repair service who, in lieu of a permit, may produce a record or receipt showing:

{i} the repair order number, when applicable;

{ii} the date of repair or the date on which the catalytic converter was removed from a vehicle, including the identity of the individual or entity that removed the catalytic converter, when applicable; and

{iii} the vehicle identification number of the vehicle from which the catalytic converter was removed.

{d} It is unlawful for a secondary metals recycler to fail to collect or retain all required documentation from a seller of a used, detached catalytic converter or any nonferrous part of a catalytic converter as required by this subsection. A secondary metals recycler who obtains all documentation as required by this subsection is exempt from prosecution under this subsection unless they knew or had reason to believe that the documentation provided was false,

fraudulent, altered or counterfeit, or knew or had reason to believe that the used, detached catalytic converter or any nonferrous part of a catalytic converter was stolen.

(e) A licensed secondary metals recycler, who is exempt from the provisions of subsection (1)(2), but who violates a provision of subsection (1)(3):

- (i) for a first offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than two hundred dollars or imprisoned not more than thirty days;
- (ii) for a second offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned not more than one year, or both; and
- (iii) for a third or subsequent offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than three years, or both.
- (iv) Each unlawfully obtained or possessed used, detached catalytic converter or part of a used catalytic converter is a separate violation and subjects the secondary metals recycler to a separate charge for each. Any unlawfully possessed used, detached catalytic converter is subject to forfeiture as otherwise provided for by law. Upon conviction, the court may order the secondary metals recycler to pay restitution for the value of the repair and replacement of the catalytic converter or the secondary metals recycler may be held liable as otherwise provided for by law.

(J) (1) Except as provided in item (2), the provisions of this section do not apply to:

- (a) the purchase or sale of aluminum cans;
- (b) a transaction between a secondary metals recycler and another secondary metals recycler;
- (c) a governmental entity;
- (d) a manufacturing or industrial vendor that generates or sells regulated metals in the ordinary course of its business;
- (e) a seller who is a holder of a retail license, an authorized wholesaler, an automobile demolisher as defined in Section 56-5-5810(d), a contractor licensed pursuant to Chapter 11, Title 40, a real estate broker or property manager licensed pursuant to Chapter 57, Title 40, a residential home builder licensed pursuant to Chapter 59, Title 40, a demolition contractor, a provider of gas service, electric service, communications service, water service, plumbing service, electrical service, climate conditioning service, appliance repair service, automotive repair service, or electronics repair service; or
- (f) a seller that is an organization, a corporation, or an association registered with the State as a charitable organization or a nonprofit corporation.

(2) An exempted entity listed in item (1) is subject to the provisions of subsection (C)(10), subsection (G)(5), and subsection (I). A secondary metals recycler shall maintain a record of transactions involving exempted entities listed in item (1) pursuant to subsection (D) and is subject to the penalty provisions of subsection (D)(6). Any item of nonferrous metals acquired from an exempted entity listed in item (1) is subject to a hold notice pursuant to subsection (F)."

Time effective

SECTION 2 This act takes effect upon approval by the Governor.

Ratified the 13th day of May, 2021.

Approved the 18th day of May, 2021.

Employee's Withholding Certificate

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

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		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 www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check 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.

Step 2: Multiple Jobs or Spouse Works

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.

Do **only one** of the following.

(a) Use the estimator at 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.)

Step 3: 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	\$ _____
Step 4 (optional): 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: Sign Here

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

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

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2024 if you meet both of the following conditions: you had no federal income tax liability in 2023 **and** you expect to have no federal income tax liability in 2024. You had no federal income tax liability in 2023 if (1) your total tax on line 24 on your 2023 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2024 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2025.

Your privacy. Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
3. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2024 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2024 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$29,200 if you're married filing jointly or a qualifying surviving spouse; \$21,900 if you're head of household; \$14,600 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$780	\$850	\$940	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,370
\$10,000 - 19,999	0	780	1,780	1,940	2,140	2,220	2,220	2,220	2,220	2,220	2,570	3,570
\$20,000 - 29,999	780	1,780	2,870	3,140	3,340	3,420	3,420	3,420	3,420	3,770	4,770	5,770
\$30,000 - 39,999	850	1,940	3,140	3,410	3,610	3,690	3,690	3,690	4,040	5,040	6,040	7,040
\$40,000 - 49,999	940	2,140	3,340	3,610	3,810	3,890	3,890	4,240	5,240	6,240	7,240	8,240
\$50,000 - 59,999	1,020	2,220	3,420	3,690	3,890	3,970	4,320	5,320	6,320	7,320	8,320	9,320
\$60,000 - 69,999	1,020	2,220	3,420	3,690	3,890	4,320	5,320	6,320	7,320	8,320	9,320	10,320
\$70,000 - 79,999	1,020	2,220	3,420	3,690	4,240	5,320	6,320	7,320	8,320	9,320	10,320	11,320
\$80,000 - 99,999	1,020	2,220	3,620	4,890	6,090	7,170	8,170	9,170	10,170	11,170	12,170	13,170
\$100,000 - 149,999	1,870	4,070	6,270	7,540	8,740	9,820	10,820	11,820	12,830	14,030	15,230	16,430
\$150,000 - 239,999	1,960	4,360	6,760	8,230	9,630	10,910	12,110	13,310	14,510	15,710	16,910	18,110
\$240,000 - 259,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$260,000 - 279,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,190
\$280,000 - 299,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,790	16,990	18,380
\$300,000 - 319,999	2,040	4,440	6,840	8,310	9,710	10,990	12,190	13,390	14,590	15,980	17,980	19,980
\$320,000 - 364,999	2,040	4,440	6,840	8,310	9,710	11,280	13,280	15,280	17,280	19,280	21,280	23,280
\$365,000 - 524,999	2,720	6,010	9,510	12,080	14,580	16,950	19,250	21,550	23,850	26,150	28,450	30,750
\$525,000 and over	3,140	6,840	10,540	13,310	16,010	18,590	21,090	23,590	26,090	28,590	31,090	33,590

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$240	\$870	\$1,020	\$1,020	\$1,020	\$1,540	\$1,870	\$1,870	\$1,870	\$1,870	\$1,910	\$2,040
\$10,000 - 19,999	870	1,680	1,830	1,830	2,350	3,350	3,680	3,680	3,680	3,720	3,920	4,050
\$20,000 - 29,999	1,020	1,830	1,980	2,510	3,510	4,510	4,830	4,830	4,870	5,070	5,270	5,400
\$30,000 - 39,999	1,020	1,830	2,510	3,510	4,510	5,510	5,830	5,870	6,070	6,270	6,470	6,600
\$40,000 - 59,999	1,390	3,200	4,360	5,360	6,360	7,370	7,890	8,090	8,290	8,490	8,690	8,820
\$60,000 - 79,999	1,870	3,680	4,830	5,840	7,040	8,240	8,770	8,970	9,170	9,370	9,570	9,700
\$80,000 - 99,999	1,870	3,690	5,040	6,240	7,440	8,640	9,170	9,370	9,570	9,770	9,970	10,810
\$100,000 - 124,999	2,040	4,050	5,400	6,600	7,800	9,000	9,530	9,730	10,180	11,180	12,180	13,120
\$125,000 - 149,999	2,040	4,050	5,400	6,600	7,800	9,000	10,180	11,180	12,180	13,180	14,180	15,310
\$150,000 - 174,999	2,040	4,050	5,400	6,860	8,860	10,860	12,180	13,180	14,230	15,530	16,830	18,060
\$175,000 - 199,999	2,040	4,710	6,860	8,860	10,860	12,860	14,380	15,680	16,980	18,280	19,580	20,810
\$200,000 - 249,999	2,720	5,610	8,060	10,360	12,660	14,960	16,590	17,890	19,190	20,490	21,790	23,020
\$250,000 - 399,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$400,000 - 449,999	2,970	6,080	8,540	10,840	13,140	15,440	17,060	18,360	19,660	20,960	22,260	23,500
\$450,000 and over	3,140	6,450	9,110	11,610	14,110	16,610	18,430	19,930	21,430	22,930	24,430	25,870

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$510	\$850	\$1,020	\$1,020	\$1,020	\$1,020	\$1,220	\$1,870	\$1,870	\$1,870	\$1,960
\$10,000 - 19,999	510	1,510	2,020	2,220	2,220	2,220	2,420	3,420	4,070	4,070	4,160	4,360
\$20,000 - 29,999	850	2,020	2,560	2,760	2,760	2,960	3,960	4,960	5,610	5,700	5,900	6,100
\$30,000 - 39,999	1,020	2,220	2,760	2,960	3,160	4,160	5,160	6,160	6,900	7,100	7,300	7,500
\$40,000 - 59,999	1,020	2,220	2,810	4,010	5,010	6,010	7,070	8,270	9,120	9,320	9,520	9,720
\$60,000 - 79,999	1,070	3,270	4,810	6,010	7,070	8,270	9,470	10,670	11,520	11,720	11,920	12,120
\$80,000 - 99,999	1,870	4,070	5,670	7,070	8,270	9,470	10,670	11,870	12,720	12,920	13,120	13,450
\$100,000 - 124,999	2,020	4,420	6,160	7,560	8,760	9,960	11,160	12,360	13,210	13,880	14,880	15,880
\$125,000 - 149,999	2,040	4,440	6,180	7,580	8,780	9,980	11,250	13,250	14,900	15,900	16,900	17,900
\$150,000 - 174,999	2,040	4,440	6,180	7,580	9,250	11,250	13,250	15,250	16,900	18,030	19,330	20,630
\$175,000 - 199,999	2,040	4,510	7,050	9,250	11,250	13,250	15,250	17,530	19,480	20,780	22,080	23,380
\$200,000 - 249,999	2,720	5,920	8,620	11,120	13,420	15,720	18,020	20,320	22,270	23,570	24,870	26,170
\$250,000 - 449,999	2,970	6,470	9,310	11,810	14,110	16,410	18,710	21,010	22,960	24,260	25,560	26,860
\$450,000 and over	3,140	6,840	9,880	12,580	15,080	17,580	20,080	22,580	24,730	26,230	27,730	29,230