

How to Read your Conservation Legacy Pay Statement

AmeriCorps (weekly rate)

This stands for 'Additional Benefit'. This amount may change depending on how many weeks you have served in the pay period. Your additional benefit amount is outlined in the Member Service Agreement you signed during onboarding.

This is your weekly rate. The 'hours' column refers to how many weeks you served in this pay period. Your weekly rate amount is outlined in the Member Service Agreement you signed during onboarding.

You may receive professional development funds in your position. If so, they will show up here.

The 'Earnings' section will also include any relocation allowances or reimbursements if applicable to your position.

'Current' column is the totals for just the current pay period.

'YTD' = 'Year to Date' and is the total amount over the course of the calendar year.

#12345 - Example Jane		Vouch		
Earnings				
	Rate	Hours	Current	YTD
Additional			300.00	2,700.00
Weekly Ra	600.00	2.00	1,200.00	10,800.00
Prof Dev R			692.91	836.56
Gross Pay			2,192.91	14,336.56

This is the total amount made in the pay period BEFORE taxes.

NON AmeriCorps (hourly rate)

This stands for 'Additional Benefit'. This amount may change depending on how many weeks you have served in the pay period. Your additional benefit amount is outlined in the offer letter you signed during onboarding.

Your hourly rate amount is outlined in the offer letter you signed during onboarding.

If you use sick or PTO hours, you will see the number of hours used and pay from those hours.

The 'Earnings' section will also include any relocation allowances or reimbursements if applicable to your position.

'Current' column is the totals for just the current pay period.

'YTD' = 'Year to Date' and is the total amount over the course of the calendar year.

Earnings			
	Hours	Current	YTD
PTO			618.75
Additional Benefit		500.00	4,500.00
Hourly Rate	80.00	1,500.00	12,150.00
Sick			731.25
Gross Pay		2,000.00	18,000.00
Deductions			
		Current	YTD
MED		23.16	208.44

This is the total amount made in the pay period BEFORE taxes.

If your position qualifies for PTO and Sick, the totals will show up here. 'Bal.' = how much time you have to use. 'Tkn/PP' = how much you used during this period. Remember, you should coordinate the use of PTO/Sick time with your site and program contacts.

This is the amount deducted from your pay if you signed up for health benefits.

Accruals			
	Acc/PP	Bal.	Tkn/PP
Paid time off	0.00	71.00	0.00
Sick	14.55	14.55	0.00

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All Member Types

Taxes Withheld				
	Taxable	Taxable YTD	Current	YTD
FIT	1,500.00	13,500.00	96.15	865.35
FICA	1,500.00	13,500.00	93.00	837.00
MEDI	1,500.00	13,500.00	21.75	195.75
SIT:NC	1,500.00	13,500.00	41.00	372.00
Total			251.90	2,270.10
Net Pay			1,941.01	12,066.46

'FIT' = 'Federal Income Tax'

'FICA' = 'Federal Insurance Contributions Act'

'MEDI' = 'Medicare Tax'

'SIT' = 'State Income Tax'

'Taxable' = how much of your gross pay is taxable. The weekly/hourly rate and additional benefit amounts are taxable, but the professional development amount is not.

This is the total amount made in the pay period AFTER taxes.

Important Tax Withholding Notes:

- If you claim 'exempt' from federal taxes, 'FIT' will be blank, but you will still be taxed for 'FICA' and 'MEDI. If you wish to explore exemption from these taxes, you can learn more on the [IRS website](#).
- It is important to check your pay statements to ensure you are being taxed in the correct state. If you see that you are being taxed in a state you are not serving in, reach out to your program contact for more information.
- Your pay statement may show more than one state in the tax list. This is not of concern unless you are actively being taxed in BOTH states (this means there is an amount under the 'current' column for SIT taxes for multiple states).

Company Paid Benefits		
	Current	YTD
FUTA		42.00
FICA	93.00	837.00
MEDI	21.75	195.75
Total	114.75	1,074.75

'FUTA' = 'Federal Unemployment Tax Act'

This section shows benefits that Conservation Legacy pays for. It is for information purposes only and does not make any changes to your net pay amount. If you are enrolled into a Conservation Legacy health insurance plan (NOT through AmeriCorps), you will see a 'MED' column which is how much Conservation Legacy pays for your benefits.

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Tax Allowance Settings	
Federal:	Single/Married Filing Sep. Form W4 2020 And Later: Yes Two Jobs: No Claim Dependent: \$0.00
--More--	

Tax Allowance Settings - Continued	
	Deduction: \$0.00 Other Income: \$0.00
North Carolina:	Allowances: 0 Filing Status: S

Important Tax Allowance Settings Notes:

- This section shows the selections you made on your federal (W4) and state tax withholding forms. Taxes are pulled out of your gross pay by the federal government and your state of service based on these settings.
- If you want to change these settings, reach out to your program contact so that you can fill out new forms.
- Conservation Legacy legally cannot give you tax advice. Staff are also not licensed tax professionals and should not be consulted on how to fill out taxes.
- For assistance with tax questions and paperwork, you can refer to a local tax professional or one of the resources below:
 - [How to Accurately Fill Out Your W-4 Form - NerdWallet](#)
 - [Free tax return preparation for qualifying taxpayers | Internal Revenue Service](#)
 - [Individuals living or working in a U.S. Territory | Internal Revenue Service](#)
- Your pay statement may show more than one state in this section. This is not of concern unless you are actively being taxed in BOTH states.

If you need to update your direct deposit information, you can do so directly in your Axiom account by searching for 'direct deposit change' under the left-hand search bar. If you need assistance, reach out to your program contact.

Conservation Legacy 701 Camino Del Rio Suite 101 Durango, CO 81301				Pay Date: 05/01/2026	
				Voucher #: 54321	
Deposited To The Account(s) Of	Deposit #	Account Type	Account #	Transit ABA	Deposit
Example Jane	1	Checking	XXXXXXXX000	00000001234	1,941.01

If you set-up your profile so that your pay deposits into multiple accounts, they should all show up in this list with the amount deposited into each.

This amount is the total amount deposited into your accounts for the pay period.