

# Requirements for Student Work Study

1. Students on financial aid are required to come to Human Resources to fill out their tax forms and I-9. Financial Aid will require a clearance form from HR before a student will be allowed to work. This is extremely important. Students are not allowed to begin working until they are cleared by HR and Financial Aid to do so.

2. Students will be **required** to supply a copy of their **social security card and driver's license**. If they do not have a social security card they must get one.

3. International students who do not have a driver's license may supply a copy of their Passport as a picture i.d., and their I-20

International students who do not have a Social Security card should go immediately to the SS Office and request one. If you will bring the receipt from the SS Office saying you have requested a card, we will put you on payroll, but we must receive a copy of the actual card before the first student payroll in order to pay you.

4. Any student who fails to supply the necessary paperwork and i.d.'s as listed above in a reasonable amount of time will be paid on a 1099 and not allowed to work on campus during the remainder of the academic year.

## Directions For Student Workers

### REQUIRED

DRIVER'S LICENSE AND SOCIAL SECURITY CARD  
HAVE READY TO COPY

HAVE TAX FORMS READY  
On Federal W-4 fill in bottom  
On State G-4 fill in top

On Each Tax Form Fill In:

(1) Name and Home Address, (2) Social Security Number, (3) Marital Status  
(4) We must use Name as on Social Security Card, (5) Allowances  
(7) Federal and (8) State: If Claiming Exempt on State Tax Form We Must Send it to the State for Approval. However, Claiming Single and One on your State Form Would Keep Taxes From Being Deducted For Most Students.

Sign & Date Each Form

HAVE I-9 FILLED IN AT TOP OF FORM  
Sign & Date