STUDENT ASSISTANT PAYROLL
EMPLOYMENT CARD

(THIS FORM MUST BE GIVEN TO STUDENT UPON HIRE BY THE DEPARTMENT)

Student Instructions:
Take this card to Career Services, B4 Van Hoesen.
Student are responsible for the completion of the I-9 and W-4 forms in Career Services.

You must complete your I-9 upon hire.
(I-9 is Proof of Citizenship)
You will need identification when you go to Career Services:
Most common forms are:
Passport (the only form of ID you will need)
or (you will need two forms of ID as follows)
Drivers License or School ID
and
Social Security Card or Birth Certificate
If this is a problem, call Career Services at 753-2223.

Student Name:
Verifying Signature:

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