

**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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