

# STUDENT EMPLOYMENT FORMS PACKET 2008-2009



**The GW Career Center  
1922 F Street, N.W., Washington, D.C. 20052  
Student Employment Line: 202-994-8046  
<http://gwired.gwu.edu/career>**

# 2008-2009 EMPLOYMENT FORMS PACKET

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**IF YOU WISH TO FILE YOUR LOCAL TAXES IN A JURISDICTION OTHER THAN THE DISTRICT OF COLUMBIA, PLEASE VISIT THE INTERNAL REVENUE SERVICE'S WEBSITE TO FIND THE APPROPRIATE FORM at <http://www.irs.gov>**

**YOU MAY ALSO FIND FORMS AT <http://www.gwu.edu/~payroll>**

**Your job is the first step in your professional career. Make the most of it!!  
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# COMPLETING STUDENT EMPLOYMENT FORMS ACADEMIC YEAR 2008-2009

► You must complete the following forms before you start your job.

**#1 W-4 Form:** Complete this form so GW can withhold the correct federal income tax from your pay. Please use a permanent address, as your Form W-2 (required to file taxes) will be sent to the address you specify here in January. See form for further instructions.

**#2 Local Tax Form:** Complete this form so GW can withhold the correct state taxes. Your address on this form should correspond to the locality of the form. The withholding form for the District of Columbia (D-4) is provided here. If you wish to file local taxes in another jurisdiction, visit <http://www.gwu.edu/~payroll> to download other tax forms. See individual form for further instructions.

The GW Career Center is not authorized to give tax advice.  
Please consult your parents, a tax advisor or contact or visit GW's  
Tax Department for advice about completing the W-4 and local tax forms.

**The GW Tax Department is located in Rome Hall, Suite 101.**  
Phone: (202) 994-2556, Web: <http://www.gwu.edu/~tax/student.cfm>

**#3 I-9 (Employment Eligibility Verification Form):** Complete section I only using your permanent address. See form for complete instructions.

- The back of the form lists acceptable documents to prove work eligibility.
- Student Employment cannot process the I-9 without proper, original ID.
- You will be given three (3) copies of an I-9 receipt. Give two to your current employer and keep one for your records – if you ever take another job on campus, give your copy of the receipt to your new employer.

**#4 Direct Deposit Form:**

- Your paycheck is directly deposited into your account every payday.
- Direct deposit eliminates the risk of your paycheck being lost or stolen.
- Direct deposit takes one to two pay periods to take effect.
- A GW bi-weekly payroll calendar is included in this packet.

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## 2008-2009 STUDENT TAX FORMS FREQUENTLY ASKED QUESTIONS



**Q: How can I get tax advice or more help filling out the forms?**

A: *The GW Career Center is prohibited from giving any tax advice* as we do not have a tax professional on staff. Please consult your parents, a tax advisor, the GW Tax Office, or the IRS ([www.irs.gov](http://www.irs.gov), 1-800-829-1040) for help.

### VISIT THE GW TAX DEPT. in ROME HALL, SUITE 100, 801 22<sup>nd</sup> STREET NW

**Q: How do I know if I can be excused from paying federal taxes?**

A: If you meet the conditions listed on Form W-4, you may be exempt from federal withholding taxes; however, you should consult a tax advisor or your parents about your specific situation.

**Q: If I do have to pay taxes, how do I complete Form W-4?**

A: If you do not qualify to be exempt from federal taxes, you should complete the worksheets on the front and back of Form W-4 or speak with your parents or a tax advisor to determine your correct filing status and allowances.

**Q. Where can I obtain a state tax form?**

A: The Career Center has District of Columbia forms which you can pick up in person or download from our website at <http://gwired.gwu.edu/career>. If you would like to obtain forms for other jurisdictions, please visit <http://www.irs.gov> and select the link that says "More Forms and Publications." You should find a page where you can choose your jurisdiction and print forms.

**Q. Where will I receive my tax documents (Form W-2) at the end of the year?**

A: Your Form W-2 will be sent by the university to the address that you provide when you complete the W-4 tax form prior to beginning your job. Discuss this with your parents if they are your legal guardians.

**Q: Do I have to file a local tax form and pay local taxes?**

A: You must complete a local/state withholding form for the location in which you reside while you are a student employee. Each state will have different requirements, so please review the forms carefully and speak with your parents or a tax advisor to determine your appropriate filing status.

**Q: How often do I need to complete my tax forms?**

A: If you claim exempt from withholdings, you must complete a new W-4 or your tax withholdings will be changed to "single" and no allowances. You should also re-do tax forms if you want to change your withholdings or when the address you used on the form changes.

**Q: Am I required to pay FICA and Medicare?**

A: Full- and half-time students who are employed by the university are not required to pay FICA or Medicare.

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