

COMPLETING STUDENT EMPLOYMENT FORMS ACADEMIC YEAR 2007-2008



- ▶ You must complete the following forms **BEFORE** you start your job.
- ▶ This applies to **BOTH** Federal Work Study jobs **AND** non Federal Work Study jobs.

#1: W-4 Form Tells *the University how much money to take out of your check for Federal taxes.*

We recommend listing a permanent address on this form because your Form W-2 (required to file taxes) will be sent to the address you specify here in January.

#2: Local Tax Forms Tells *the University how much money to take out of your check for Local taxes.*

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.

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) Establishes your eligibility to work in the United States.

- Both American citizens and non-citizens must complete an I-9 form.
- Complete, sign, and date only Section I.
- We recommend using a permanent address on the form.
- Read the back of the form for a list of acceptable documents.
- 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.
- You may obtain a direct deposit form at the Career Center, at the GW Payroll Office in the Academic Center T-101, or online at <http://www.gwu.edu/~payroll>.
- Return the completed form to the Career Center or the Payroll Office.
- Direct deposit takes one to two pay periods to take effect, depending on the processing time of your chosen bank or financial institution.

Your job is the first step in your professional career. Make the most of it!!
Questions? Contact the Career Center's Student Employment Line at (202) 994-8046
Visit our website at <http://gwired.gwu.edu/career>