Work Study Forms and Documentation Checklist

Required:

- I-9 Employment Verification
- IRS W-4 Withholding Form
- Local Tax Residency Certification
- Workers’ Compensation Acknowledgement
- International Tax Information Form (International students only)
- Photocopy of Identification
  - A US Passport
  - OR -
  - Two of: Drivers License, Government/Military ID, Social Security Card, School ID Card, Voter's Registration Card

Optional:

- Direct Deposit Form
- Cancelled/Voided Check for Direct Deposit

International Students (Nonresident Aliens):

- Special W-4 Requirements
- International Tax Information Form

Students under the age of 18:

- Working Papers (For students that are under the age of 18)