FEDERAL WORK-STUDY EMPLOYMENT CHECKLIST

In order to become a Villanova University Student Employee please print, complete, and bring the following forms with you, along with proper identification (indicated on Form I-9).

*All forms are located online at:  http://www1.villanova.edu/villanova/enroll/finaid/forms.html

1. □ EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9)
   a. Complete only Section 1 (Employee Information & Verification)
   b. Sign & Date the I-9 Form where indicated (Employee Signature)
   c. Any identification must be the current original documents-no copies. If you do not have a document from Column A, bring one document from Column B and one document from Column C.

2. □ 2015 FEDERAL W-4 FORM (Employee Withholding Allowance)
   Line 1- Include your permanent home address
   Line 2- Enter your social security number
   Line 3- Enter your marital status
   Line 4- Complete if applicable
   Line 5- Enter the number of allowances you wish to claim:
      • 0 = greater percentage of taxes is deducted from your pay
      • 1 = less percentage of taxes is deducted from your pay
   Line 6- Enter any additional amount that you wish to have deducted from your pay
   Line 7- Enter “Exempt” only if you meet both conditions in order for no federal taxes to be deducted from your pay. If you qualify for and choose exempt status, do not enter anything on Line 5. Sign and Date the W-4 Form as indicated

3. □ DIRECT DEPOSIT FORM
   a. Complete with your personal bank’s name, routing and account number
   Please Note: Paychecks will not be mailed to your home

4. □ WORKERS’ COMPENSATION INFORMATION FORM
   a. Carefully read and sign the form

5. □ WORKERS’ COMPENSATION EMPLOYEE NOTIFICATION FORM
   a. Carefully read and sign the form

6. □ RESIDENCY CERTIFICATION FORM
   a. Complete and sign the form

7. □ NEW JERSEY, VIRGINIA, & MARYLAND RESIDENT TAX FORM (only to be completed if a resident of one of the three states listed)
   a. Complete and sign the form

8. □ VIEW THE STUDENT JOBS DIRECTORY AND APPLY FOR POSITIONS ONLINE AT: https://finaid.villanova.edu
   a. Click on the Student Jobs Directory Link

***IMPORTANT INFORMATION ON THE NEXT PAGE***
YOU MUST BRING ALL COMPLETED FORMS AND THE APPROPRIATE IDENTIFICATION WITH YOU TO THE FOLLOWING LOCATION ON ONE OF THE DATES INDICATED BELOW. You will be given a New Student Employment Authorization Card to take with you on your job interview once all of the completed forms are submitted.

Driscoll Hall, College of Nursing Building, Room 134

Wednesday, August 19, 2015  1:00PM UNTIL 4:00PM
Thursday, August 20, 2015  9:00AM UNTIL 1:00PM

*View pay schedules online at: [http://www1.villanova.edu/villanova/finance/payroll/schedules.html](http://www1.villanova.edu/villanova/finance/payroll/schedules.html)

***IMPORTANT INFORMATION ON THE NEXT PAGE***