Student Employee New-Hire Paperwork

Congrats on landing your first on campus job!

In order to be hired and paid on time, you must complete the new hire process by following steps 1-6 outlined below.

E-Verify is conducted in Room 389 or 390 of the John E Thomas (JET) Building.

No appointment is necessary (unless you are a Foreign National student, if so use the Foreign National New-Hire packet on our website and an appointment is REQUIRED)

Processing times:
Monday - Thursday: 10am - 12pm and 2pm - 4pm
Friday: 10am - 2pm

DIRECTIONS:

Bring the ALL of the following documents:

1. **Student Temporary Authorization** (see page 2, complete with your supervisor)
2. **I-9** identifying documentation, must be ORIGINAL AND UNEXPIRED (see page 6)
3. **Section 1 of I-9** (see page 5)
4. **NC-4EZ** (State Tax Form, see page 4)
5. **W-4** (Federal Tax Form, see page 3) *Personal Allowances Worksheet can be found on IRS website
6. The online direct deposit form must be completed on the AppalNet employee self-service tab.

We will have to turn you away if you do not have items 1 and/or 2

This paperwork must be turned into Student Employment by ________________________.

Per federal law, you will not be permitted to work after the date above until I9 verification paperwork is completed. Delayed submission of this required paperwork may result in late paychecks and/or termination of employment.

_________________________________ Employee Signature
Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if both of the following apply:
- For 2017 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2018 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you’re exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren’t exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4app to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you’re having withheld compares to your projected total tax for 2018. If you use the calculator, you don’t need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note:

Generally, you can claim head of household filing status on your tax return only if you’re unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit:

When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents:

When you file your tax return, you might be eligible to claim a credit for each of your dependents that don’t qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form W-4

Employee’s Withholding Allowance Certificate

Whether you’re entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial
2 Your social security number
3 □ Single □ Married □ Married, but withhold at higher Single rate.
   Note: If married filing separately, check “Married, but withhold at higher Single rate.”
4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. □
5 Total number of allowances you’re claiming (from the applicable worksheet on the following pages) ...
6 Additional amount, if any, you want withheld from each paycheck ...
7 I claim exemption from withholding for 2018, and I certify that I meet both of the following conditions for exemption.
   • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
   • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
   If you meet both conditions, write “Exempt” here ...

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee’s signature
(Technical information is not valid unless you sign it.) ▶

Date ▶

8 Employer’s name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)
9 First date of employment
10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 4.
**NC-4EZ**
**Employee’s Withholding Allowance Certificate**

**Filing Status** (Mark one box only)  
- Single or Married Filing Separately  
- Head of Household  
- Married Filing Jointly or Surviving Spouse  

**Social Security Number**  

**First Name**  
**Middle Initial**  
**Last Name**  

**Address**  

**City**  
**State**  
**Zip Code**  
**County** (Enter Box if applicable)  

**Instructions.** Use Form NC-4EZ if you:
- Plan to claim the N.C. Standard Deduction  
- Plan to claim the N.C. Child Deduction Amount (but no other N.C. deductions)  
- Do not plan to claim N.C. tax credits  
- Prefer not to complete the extended Form NC-4  
- Qualify to claim exempt status (See Lines 3 or 4 below)  

**Important.** If you plan to claim N.C. itemized deductions or plan to claim other N.C. deductions (other than the N.C. Child Deduction Amount), you must complete Form NC-4. If you are a nonresident alien, you must complete Form NC-4 NRA. In general, a nonresident alien is an alien (not a U.S. citizen) who has not passed the green card test or the substantial presence test. (See Publication 519, U.S. Tax Guide for Aliens, for more information on the green card test and the substantial presence test.)

If you plan to claim the N.C. Child Deduction Amount, use the table below for your filing status, amount of income, and number of children under age 17 to determine the number of allowances to enter on Line 1. For married taxpayers, only one spouse may claim the allowance for the N.C. Child Deduction Amount for each child.

### Single & Married Filing Separately

<table>
<thead>
<tr>
<th>Income</th>
<th># of Children under age 17</th>
<th># of Allowances</th>
<th>Income</th>
<th># of Children under age 17</th>
<th># of Allowances</th>
<th>Income</th>
<th># of Children under age 17</th>
<th># of Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 20,000</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>0 - 40,000</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>0 - 30,000</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>20,001 - 30,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>40,001 - 60,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>30,001 - 45,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>30,001 - 40,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>60,001 - 80,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>45,001 - 60,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>40,001 - 50,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>80,001 - 100,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>60,001 - 75,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>50,001 - 60,000</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
<td>100,001 - 120,000</td>
<td>0 0 0 0 1 1 1 1 1 2</td>
<td></td>
<td>75,001 - 90,000</td>
<td>0 0 0 0 1 1 1 1 1 2</td>
<td></td>
</tr>
<tr>
<td>60,001 and over</td>
<td>0 0 0 0 0 0 0 0 0 0</td>
<td></td>
<td>120,001 and over</td>
<td>0 0 0 0 0 0 0 0 0 0</td>
<td></td>
<td>90,001 and over</td>
<td>0 0 0 0 0 0 0 0 0 0</td>
<td></td>
</tr>
</tbody>
</table>

1. **Total number of allowances you are claiming**  
(Enter zero (0), or the number of allowances from the table above)

2. **Additional amount, if any, you want withheld from each pay period**  
(Enter whole dollars)  

3. I certify that I am exempt from North Carolina withholding because I meet both of the following conditions:  
   - Last year I was entitled to a refund of all State income tax withheld because I had no tax liability; and  
   - This year, I expect a refund of all State income tax withheld because I expect to have no tax liability.

4. I certify that I am exempt from North Carolina withholding because I meet the requirements of the Military Spouses Residency Relief Act and I am legally domiciled in a state other than North Carolina.  
   (Enter state of domicile)

5. I certify that I no longer meet the requirements for an exemption on Line 3 or Line 4 (Check applicable box)  
   Therefore, I revoke my exemption and request that my employer withhold North Carolina income tax based on the number of allowances entered on Line 1 and any additional amount entered on Line 2.

**CAUTION:** If you furnish an employer with an Employee’s Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

**Employee's Signature**

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on Line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on Line 3 or 4, whichever applies.

**Date**
START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (See instructions)
- [ ] A lawful permanent resident (Alien Registration Number/USCIS Number): 
- [ ] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: 

2. Form I-94 Admission Number: 

3. Foreign Passport Number: 

    Country of Issuance: 

Signature of Employee [ ]

Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator [ ]

Today's Date (mm/dd/yyyy)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>OR</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td>Documents that Establish Identity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military card or draft record</td>
<td></td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td>6. Military dependent's ID card</td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td></td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.