Office of Student Employment

APPALACHIAN STATE UNIVERSITY

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 388 or 389 of the John E Thomas (JET) Building. No appointment is necessary (unless you are an international student)

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

DIRECTIONS:

Bring the ALL of the following documents:
1. Student Temporary Authorization (completed with your supervisor)
2. I-9 identifying documentation (see page 7)
3. Section 1 of I-9 (page 5)
4. NC-4EZ (State Tax Form, see page 4)
5. W-4 (Federal Tax Form, see page 3)
6. The online direct deposit form must be completed on AppalNet under the 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 employment laws, you will not be allowed to work after the date until paperwork is completed. Delayed submission of this required paperwork may result in late paychecks and/or termination of employment.

______________________________________________
Employee Signature
### NC-4EZ Employee's Withholding Allowance Certificate

#### Social Security Number: __________ - ________ - ________  
Marital Status:  
- Single  
- Head of Household  
- Married or Surviving Spouse  
First Name (Use capital letters for your name and address): __________  
M.I.  
Last Name: __________  

Address: ___________________________________________________________________  
County (Enter first five letters): __________  
City: __________  
State: __________  
Zip Code: __________  
Country (If not U.S.): __________  

#### FORM NC-4EZ: Please use this form if you:  
- Plan to claim the N.C. standard deduction  
- Plan to claim no tax credits or only the credit for children  
- Prefer not to complete the extended Form NC-4  
- Qualify to claim exempt status (See lines 3 or 4 below)  

**Important:** If you are a nonresident alien you must use Form NC-4 NRA.  

You may complete Form NC-4, if you plan to claim N.C. itemized deductions, federal adjustments to income, or N.C. deductions.  

If you do not plan to claim the credit for children, enter zero (0) on line 1. If you plan to claim the credit for children, 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 1 spouse may claim the allowance for the credit for each child.  

<table>
<thead>
<tr>
<th>Single &amp; Married Filing Separately</th>
<th>Married Filing Jointly &amp; Surviving Spouse</th>
<th>Head of Household</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td><strong>Income</strong></td>
<td><strong>Income</strong></td>
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<tr>
<td>0-20,000</td>
<td>0-40,000</td>
<td>0-32,000</td>
</tr>
<tr>
<td>20,001-50,000</td>
<td>40,001-100,000</td>
<td>32,001-80,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong># of Allowances</strong></th>
<th><strong># of Allowances</strong></th>
<th><strong># of Allowances</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>10</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, withheld from each pay period (Enter whole dollars): __________.00  

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  
   Check Here: □  

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 the state of: (Enter state of domicile) __________ Check Here: □  

If line 3 or line 4 above applies to you, enter the effective year: 20 __________  

5. I certify that I no longer meet the requirements for 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 amount entered on line 2.  

Check Here: □  

**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: __________  
Date: __________  

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.
Form W-4 (2017)

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. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If you are not an employee, you can claim exemption from withholding if your total income exceeds $1,050 and includes more than $300 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income, tax credits, or itemized deductions, on his or her tax return.

The exceptions don’t apply to supplemental wages greater than $1,000.

Basic instructions. If you aren’t exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 505, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take project tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on claiming your other credits into withholding allowances.

Nominal income. If you have a large amount of nominal income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $150,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A. Enter "1" for yourself if no one else can claim you as a dependent.

B. Enter "1" if:

- You are single and have only one job; or
- You are married, only one job, and your spouse doesn’t work; or
- Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less.

C. Enter "1" for your spouse. But, you may choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having to file too much tax withheld.)

D. Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.

E. Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above).

F. Enter "1" if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit.

(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G. Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.

- If your total income will be less than $70,000 ($100,000 if married), enter "$2,000 for each eligible child; then less "$1,000 if you have two eligible children. If your income exceeds "$2,000, enter "$1,000 for each eligible child.

- If your total income will be between "$70,000 and "$84,000 ($100,000 and "$119,000 if married), enter "$1,000 for each eligible child.

H. Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.

- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed "$50,000 ($200,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.

- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Employee’s Withholding Allowance Certificate

OMB No. 1545-0074

Whether you are 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 withholding higher Single rate. Note: if married, but legally separated, or spouse is a nonresident alien, check the Single box.

4. If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

5. Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

6. Additional amount, if any, you want withheld from each paycheck

7. I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption.

   a. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability; and
   b. 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

This form is not valid unless you sign it.

Office code (optional)

Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q
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>Address (Street Number and Name)</td>
<td>Apt. Number</td>
<td>City or Town</td>
<td>State</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td>Employee’s E-mail Address</td>
<td>Employee’s Telephone Number</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):

1. A citizen of the United States
2. A noncitizen national of the United States (See instructions)
3. A lawful permanent resident (Alien Registration Number/USCIS Number):
4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in the expiration date field. (See instructions)

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: ____________________________

OR

2. Form I-94 Admission Number: ____________________________

OR

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>Address (Street Number and Name)</td>
<td>City or Town</td>
</tr>
<tr>
<td>State</td>
<td>ZIP Code</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>Documents that Establish Both Identity and Employment Authorization</th>
<th>List B</th>
<th>Documents that Establish Identity</th>
<th>List C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></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>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></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>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></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></td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>4. Voter's registration card</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
<td></td>
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</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>5. U.S. Military card or draft record</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td></td>
<td>6. Military dependent's ID card</td>
<td>4. 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>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>5. Native American tribal document</td>
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<tr>
<td>(1) The same name as the passport; and</td>
<td></td>
<td>8. Native American tribal document</td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
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</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></td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
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<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></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
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<tr>
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<td>10. School record or report card</td>
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<td>11. Clinic, doctor, or hospital record</td>
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<td>12. Day-care or nursery school record</td>
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</tbody>
</table>

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.