

**STUDENT ASSISTANT PAYROLL  
EMPLOYMENT CARD**

*(THIS FORM MUST BE GIVEN TO STUDENT UPON HIRE BY THE DEPARTMENT)*

**Student Instructions:**

Take this card to Career Services, B33 Van Hoesen.  
Student are responsible for the completion of  
the I-9 and W-4 forms in Career Services.

**You must complete your I-9 upon hire.**

*(I-9 is Proof of Citizenship)*

You will need identification when you go to Career Services:

Most common forms are:

Passport (the only form of ID you will need)

**or (you will need two forms of ID as follows)**

Drivers License **or** School ID

**and**

Social Security Card **or** Birth Certificate

*If this is a problem, call Career Services at 753-2223.*

STUDENT NAME: \_\_\_\_\_