

Tax Forms Instructions

All forms must be completed before the student will be allowed to work.

Form W-4 (Federal taxes):

1. Use pen to complete the form.
2. Use your home address **NOT** your campus address.
3. Sign and date the form.
4. Do not fill out the back page.

Form W-4 (State of Indiana):

1. All students must complete this form.
2. Use pen to complete the form.
3. Use your home address **NOT** your campus address.
4. If you are an Indiana resident complete the Indiana County of Residence line. If you are not an Indiana resident leave this line blank.
5. Sign and date the form.

Student Employment Deposit Agreement:

1. Saint Mary's is a direct deposit only institution so you must complete this form.
2. Use pen to complete the form.
3. Earnings may be applied to your tuition, deposited into a bank account or a combination of the two. If you want a combination you must indicate a percentage for each totaling 100%.
4. **Provide a voided check or authorization form. The authorization form must be on bank letterhead and include your name, your account number and the bank routing number.**

Form I-9:

1. Use pen to complete the form.
2. Use your home address **NOT** your campus address.
3. Complete the form up to and including your signature.
4. **STOP** after your signature – **DO NOT complete page 8.**
5. Go to page 9 and provide a document from column A – OR – a document from column B - AND - a document from column C. **ALL DOCUMENTS MUST BE ORIGINAL DOCUMENTS – NO COPIES OR FAXES.**

Return completed forms and documents to the Jean Buzalski, Payroll Accountant, Business Office Room 150 Lemans Hall.

Office hours are Monday through Friday from 8 am to 5 pm.