Optional Check List (Students, You may use this list to make sure you have printed all the necessary documents to be brought to the Payroll office.)

_____ Employment Eligibility Verification form (I-9) *(Bring ORIGINAL documents for I9 form)*
_____ Residency Certification Form
_____ Form W-4
_____ Local Services Tax (LST) – Exemption Certificate
_____ Workers’ Compensation Employee Notification
_____ Workers’ Compensation Information
_____ Student Employment Policy
_____ Unemployment Compensation
_____ Direct Deposit Authorization/Electronic Direct Deposit set up