

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