STUDENT EMPLOYMENT FORMS PACKET

For U.S. Citizens & Permanent U.S. Residents

THE GW Center for Career Services
Marvin Center – Suite 505

Student employment questions?
E-mail us at gwse@gwu.edu
Like us on Facebook and Follow us on Twitter.

This packet contains:

- Federal I-9 Employment Eligibility Verification Form Instructions
- Federal and Local Tax Withholding Instructions
- Direct Deposit Payroll Form

All forms must be completed and returned completed and returned to the Center for Career Services before the first day of work.
### Lists of Acceptable Documents

**List A**
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
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

**List B**
Documents that Establish Identity

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
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
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

**List C**
Documents that Establish Employment Authorization

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
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
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
Form W-4 (2015)

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 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unreimbursed 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 do not apply to supplemental wages greater than $1,000,000.

Basic instructions. If you are not 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 filing 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. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected 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 converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage 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 1397, 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 much the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed $100,000 (Single) or $180,000 (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 .

• You are single and have only one job; or

B Enter “1” if:

• You are married, have only one job, and your spouse does not 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 avoid having too little 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 $55,000 ($100,000 if married), enter “2” for each eligible child; then “less” if you have two to four eligible children or “less 2” if you have five or more eligible children.

• If your total income will be between $56,000 and $84,000 ($100,000 and $119,000 if married), enter “1” 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 ($20,000 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

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.

W-4

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0074

2015

1 Your first name and middle initial

2 Your social security number

Your address

Home address (number and street or rural route)

City or town, state, and ZIP code

3 Single

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 2015, and I certify that I meet both of the following conditions for exemption.

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

• 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.)

Date

Employer’s name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)

Office code (optional)

Employer identification number (EIN)

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

Cat. No. 10220Q

Form W-4 (2015)
Deductions and Adjustments Worksheet

Note. Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1 Enter an estimate of your 2015 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1951) of your income, and miscellaneous deductions. For 2015, you may have to reduce your itemized deductions if your income is over $300,000 and you are married filing jointly or are a qualifying widow(er); $284,050 if you are single and not head of household or a qualifying widow(er); $258,550 if you are married filing separately. See Pub. 505 for details

\[ \begin{align*}
1 & \text{ $}\ $12,600 \\
2 & \text{ Enter: } \begin{cases} 
2 & \text{ $9,250 if head of household} \\
2 & \text{ $8,300 if single or married filing separately} 
\end{cases}
\end{align*} \]

3 Subtract line 2 from line 1. If zero or less, enter “-0-”

4 Enter an estimate of your 2015 adjustments to income and any additional standard deduction (see Pub. 505)

5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the Converting Credits to Withholding Allowances for 2015 Form W-4 worksheet in Pub. 505)

6 Enter an estimate of your 2015 nonwage income (such as dividends or interest)

7 Subtract line 6 from line 5. If zero or less, enter “-0-”

8 Divide the amount on line 7 by $4,000 and enter the result here. Drop any fraction

9 Enter the number from the Personal Allowances Worksheet, line H, page 1

10 Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1)

Note. Use this worksheet only if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)

2 Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than “3”

3 If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-” and on Form W-4, line 5, page 1. Do not use the rest of this worksheet

Note. If line 1 is less than line 2, enter “-0-” on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet

5 Enter the number from line 1 of this worksheet

6 Subtract line 5 from line 4

7 Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed

9 Divide line 8 by the number of pay periods remaining in 2015. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2015. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>If wages from LOWEST paying job are —</td>
<td></td>
</tr>
<tr>
<td>Maried Filing Jointly</td>
<td>All Others</td>
</tr>
<tr>
<td>$0 - $6,000</td>
<td>0</td>
</tr>
<tr>
<td>6,001 - 13,000</td>
<td>1</td>
</tr>
<tr>
<td>13,001 - 26,000</td>
<td>2</td>
</tr>
<tr>
<td>26,001 - 34,000</td>
<td>3</td>
</tr>
<tr>
<td>34,001 - 44,000</td>
<td>4</td>
</tr>
<tr>
<td>44,001 - 50,000</td>
<td>5</td>
</tr>
<tr>
<td>50,001 - 65,000</td>
<td>6</td>
</tr>
<tr>
<td>65,001 - 75,000</td>
<td>7</td>
</tr>
<tr>
<td>75,001 - 80,000</td>
<td>8</td>
</tr>
<tr>
<td>80,001 - 100,000</td>
<td>9</td>
</tr>
<tr>
<td>100,001 - 115,000</td>
<td>10</td>
</tr>
<tr>
<td>115,001 - 130,000</td>
<td>11</td>
</tr>
<tr>
<td>130,001 - 140,000</td>
<td>12</td>
</tr>
<tr>
<td>140,001 - 150,000</td>
<td>13</td>
</tr>
</tbody>
</table>

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(j)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being taxed as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. Commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We will also disclose this information to other countries under a tax treaty; to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
# D-4 Employee Withholding Allowance Certificate

Your first name  
M.I.  
Last name  

Home address (number and street)  

Apartment number  

Social security number  

City  
State  
Zip code +4  

1  Tax filing status  

- Single  
- Married/domestic partners filing jointly  
- Married filing separately  
- Head of household  
- Married/domestic partners filing separately on same return  

2  Total number of withholding allowances from worksheet below  

3  Additional amount, if any, you want withheld from each paycheck  

4  If claiming exemption from withholding, read below and, if qualified, write “EXEMPT” in this box.  

I am exempt because: last year I did not owe any DC income tax and had a right to a full refund of all DC income tax withheld from me; and this year I do not expect to owe any DC income tax and expect a full refund of all DC income tax withheld from me; and I qualify for exempt status on federal Form W-4.  

If claiming withholding exemption, are you a full-time student?  
- Yes  
- No  

Signature  
Under penalties of law, I declare that I have completed this certificate and, to the best of my knowledge, it is correct.  

Employee’s signature  
Date  

Employee Keep this certificate with your records. If 10 or more exemptions are claimed or if you suspect this certificate contains false information please send a copy to: Office of Tax and Revenue, 941 North Capitol St., NE, Washington, DC 20002-4259 Attn: Compliance Administration  

#  Detach and give the top portion to your employer. Keep the bottom portion for your records.

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## D-4 Employee Withholding Allowance Worksheet

<table>
<thead>
<tr>
<th>Section A  Number of withholding allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>a  Enter 1 for yourself and</td>
</tr>
<tr>
<td>b  Enter 1 if you are filing as a head of household and</td>
</tr>
<tr>
<td>c  Enter 1 if you are 65 or over and</td>
</tr>
<tr>
<td>d  Enter 1 if you are blind</td>
</tr>
<tr>
<td>e  Enter number of dependents</td>
</tr>
<tr>
<td>f  Enter 1 for your spouse/registered domestic partner if filing jointly</td>
</tr>
<tr>
<td>g  Enter 1 if married/registered domestic partners filing jointly and your spouse/registered domestic partner is 65 or over and</td>
</tr>
<tr>
<td>h  Enter 1 if married/registered domestic partners filing jointly and your spouse/registered domestic partner is blind</td>
</tr>
<tr>
<td>i  Number of allowances  Add Lines a through h and enter on Line 2 of the certificate. If you want to claim additional withholding allowances, complete section B below.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section B  Additional withholding allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>j  Enter estimate of your itemized deductions</td>
</tr>
<tr>
<td>k  Enter $2,000 if married/registered domestic partners filing separately; all others enter $4,000</td>
</tr>
<tr>
<td>l  Subtract k from j</td>
</tr>
<tr>
<td>m  Multiply $1,675 by the number of allowances on Line i</td>
</tr>
<tr>
<td>n  Divide l by m. Round to the nearest whole number.</td>
</tr>
<tr>
<td>o  Add Lines n and i and enter on Line 2 above.</td>
</tr>
</tbody>
</table>

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D-4 P1  
Employee Withholding Allowance Certificate  

Revised 08/08
Who must file a Form D-4?
Every new employee who resides in DC and is required to have DC taxes withheld, must fill out Form D-4 and file it with his/her employer.

If you are not liable for DC taxes because you are a nonresident you must file Form D-4A. Certificate of Nonresidence in the District of Columbia, with your employer.

When should you file?
File Form D-4 whenever you start new employment. Once filed with your employer, it will remain in effect until you file an amended certificate. You may file a new withholding allowance certificate any time the number of withholding allowances you are entitled to increases. You must file a new certificate within 10 days if the number of withholding allowances you claimed decreases.

How many withholding allowances should you claim?
Use the worksheet on the front of this form to figure the number of withholding allowances you should claim. If you want less money withheld from your paycheck, you may claim additional allowances by completing Section B of the worksheet, Lines j through o. However, if you claim too many allowances, you may owe additional taxes at the end of the year.

Should I have an additional amount deducted from my paycheck?
In some instances, even if you claim zero withholding allowances, you may not have enough tax withheld. You may, upon agreement with your employer, have more tax withheld by entering on Line 3, a dollar amount of your choosing.

What to file
After completing Form D-4, detach the top portion and file it with your employer. Keep the bottom portion for your records.
To sign-up for direct deposit, follow the instructions below for completing the attached form.

1. Fill in the following information of the Direct Deposit Authorization form.
   * Your Name
   * Your daytime telephone number
   * Your GWID or SSN#
   * E-mail address
   * Select the type of modification
   * Fill in your Transit/ABA and Account # (You may have more than one account)
   * Indicate whether you are requesting your net pay or a specific dollar amount to be deposited.

2. Sign and date the form.

3. Enclose a voided check (or printed deposit slip for a savings account deposit).

4. Return the completed form to:

   Payroll Services
   45155 Research Place, Suite 155
   Ashburn, VA  20147

   OR

   You may also fax the completed form to Payroll at (703) 726-4406.

   You can also change your direct deposit online at GWEB: [https://banweb.gwu.edu](https://banweb.gwu.edu)

   Contact Payroll Services at (703) 726-4277 if there are any questions.

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**THE GEORGE WASHINGTON UNIVERSITY AUTHORIZATION FOR DIRECT DEPOSIT**

<table>
<thead>
<tr>
<th>Employee Name (please type or print)</th>
<th>Daytime telephone</th>
<th>GW Id #</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<th>E-mail</th>
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- NEW ENROLLMENT
- CHANGE EXISTING
- CANCEL DIRECT DEPOSIT

You may setup multiple accounts for direct deposit:

**Account # 1**

<table>
<thead>
<tr>
<th>Transit Routing Number/ABA</th>
<th>Checking</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Savings</th>
<th>Net/Remaining pay or $_________ Amt.</th>
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<tbody>
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**Account # 2**

<table>
<thead>
<tr>
<th>Transit Routing Number/ABA</th>
<th>Checking</th>
<th>Account Number</th>
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<table>
<thead>
<tr>
<th>Savings</th>
<th>Net/Remaining pay or $_________ Amt.</th>
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**Account # 3**

<table>
<thead>
<tr>
<th>Transit Routing Number/ABA</th>
<th>Checking</th>
<th>Account Number</th>
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<table>
<thead>
<tr>
<th>Savings</th>
<th>Net/Remaining pay or $_________ Amt.</th>
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<tbody>
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</tbody>
</table>

I understand the direct deposit file is often created a week in advance and cancellations/changes may not take effect until the next pay cycle. I authorize GW Payroll Services to deposit my payments to my financial institution electronically. I further understand that GW Payroll Services will reverse any payments made to my account in error.

I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform GW Payroll Services.

Employee Signature

Date

Please attach a voided check (checking account deposit) or a printed deposit slip (savings account deposit)