



To All New Student Employees:

If you plan on working any time during the academic year, **complete all payroll forms and return to Human Resources before you begin working.**

These forms, along with instructions and Frequently Asked Questions are located on the Office of Human Resources website at: <http://www.rose-hulman.edu/HR/Student%20Employment/index.html> We ask that you complete the forms, with the assistance of your parent or guardian, and then print them and bring them to Human Resources. We will need identification as indicated on the back of the I-9 form. **Due to legal requirements, we cannot accept copies or faxes so you will need to bring the original identification documents with you, for us to review.**

1. STUDENT AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL

Attached is a direct deposit authorization form for you to complete and submit along with a voided check from your bank. You will receive an email with the notification that wages have been paid along with a link to Banner Web where details of the pay can be accessed.

2. W-4 FORM (EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE)

Attached W-4 form will inform the Payroll office of how much Federal income tax to withhold from your pay. Instructions for filling out the form are as follows:

- Section 1 – Complete name and permanent address
- Section 2 – Social Security number
- Section 3 – Check your filing status. *Most students file as single.*
- Section 4 – Check only if your last name on this form is different from the last name shown on your Social Security card. Call 1-800-772-1213 to obtain a new card.
- Section 5 – Write the total number of allowances you wish to claim from Federal taxes. *Most students commonly claim one allowance.*
- Section 6 – Include any additional amount you want withheld from each pay. *Most students leave this field blank.*
- Section 7 – In order to claim “Exempt” from Federal taxes, both conditions outlined on the form must be met. ***The Rose-Hulman Payroll Office is required by law to forward copies of any W-4's claiming “Exempt” to the IRS.*** *Most students leave this field blank.*
- Sections 8 through 10 – Disregard.
- Sign and date the form.

3. WH-4 (STATE OF INDIANA EMPLOYEE'S WITHHOLDING EXEMPTION AND COUNTY STATUS CERTIFICATE)

Attached WH-4 form will inform the Payroll office of how much State and County income tax to withhold from your pay. Residents of all states need to complete, with the exception of residents of Ohio, Michigan, Kentucky, Pennsylvania and Wisconsin. Instructions for filling out the form are as follows:

- Top section – Complete your name and *permanent address*. Also, if you are a resident of Indiana, fill in your Indiana county of residence. If you are not a resident of Indiana, write “Not applicable” on this line. Your Indiana county of employment is Vigo.
NOTE: Residents of Vigo County will have 1.25% of applicable gross withheld for local tax. Non-Vigo County residents who do not already pay another local Indiana tax will have .75% of applicable gross withheld for local tax.
- Sections 1-4 – Follow the instructions on the form. *Most students commonly claim one exemption on line 4.*
- Section 5 – Enter the number of qualifying dependents you want to claim as exemptions. *Most students leave this field blank.*
- Section 6 – Include any additional amount you want withheld from each pay. *Most students leave this field blank.*
- Sign and date the form.

4. WH-47 (CERTIFICATE OF RESIDENCE)

ONLY students who are residents of Michigan, Ohio, Kentucky, Pennsylvania, or Wisconsin need to complete this form.

Indiana has reciprocal agreements with the above mentioned states so you will not pay Indiana state tax. The enclosed WH-47 form should be completed as follows:

- The name and address of Indiana employer is Rose-Hulman Institute of Technology, 5500 Wabash Ave., Terre Haute, IN 47803.
- Complete your name and *permanent address*.
- Insert Indiana as the reciprocal state where applicable.
- Sign and date the form.
- It is not necessary to have the form notarized.

5. FORM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)

I-9 form is required to prove that you are eligible to work in the United States. Only complete Section 1 then sign and date. **Due to legal requirements, we cannot accept copies or faxes so you will need to bring the original, unexpired identification documents with you, for us to review.** The back of the first page shows a list of acceptable forms of ID. If you are including a using identification from List A, that form alone will suffice. However, a form of ID from List B must be accompanied by ID from List C. *Valid driver's license and Social Security card or Birth Certificate are common forms of ID for U.S. citizens.*

6. STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING

This form is required for employment with Rose-Hulman Institute of Technology due to the fact that you may have access to educational, financial and employment records that contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1975 (FERPA)* and the *Gramm Leach Bliley Act (GLB)*. Please read the attached document carefully before signing. This statement will remain in your employment file as long as you remain a student employee of the Institute.

If you have any questions, please feel free to contact me by phone at 812-877-8916 or by e-mail at Brenda.Jacks@rose-hulman.edu