

## Employment Documentation Required For All Student Workers

Before a student can get paid for working on campus, the following documents must be obtained and/or completed thoroughly and accurately.

### Social Security Card

All domestic and international students must have a valid social security card to be eligible for student employment. Present the original card to the Accounting office when turning in the other forms listed below. International students should speak with the international student advisor, Dan Liechty, if they have questions (ext. 7002, [dankl@goshen.edu](mailto:dankl@goshen.edu)).

### Complete these forms and bring them to the Accounting Office (AD 10):

- **W4** [Click here to complete online](#)  
Complete this form so the Accounting office can withhold the correct federal income tax. Many students are exempt from withholding, but must complete a W-4 to indicate their exemption. Students may ask the Accounting office for assistance in completing the form if they are not certain about their withholding status.  
**International students:** [click here for special W4 instructions just for you.](#)
- **WH-4** [Click here to download and complete](#)  
This form serves the same purpose as the W-4, but for state and county income tax holding.
- **I-9, Employment Eligibility Verification** [Click here to print and complete the form](#)  
Required for all employees in order to comply with federal law (the Immigration Reform and Control Act of 1986). The student employee must provide original, current (unexpired) documentation which establishes both identity and employment eligibility. The student employee must complete Section 1 Employee Information and Verification and sign in ink. The signed form should be turned in to Accounting, who will complete Section 2 after viewing your identification cards and other documents required by the form.
- **Direct Deposit Form** [Click here to print and complete the form](#)  
Student workers complete this form to receive their paycheck.

### New Health Insurance Form

New student employees are required to read over the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" form in the Accounting Office, AD 10, and sign a log sheet indicating they have received it.

### Name and Address Change (Registrar's Office, AD 13)

For permanent address or name changes, see the Registrar's Office. If there is a change in address to which your paycheck should be mailed, also notify the Accounting Office.

### Driver's Form (Physical Plant)

Completed by students who will be required to drive a college vehicle as part of their job responsibilities.