

Federal Work-Study Payroll Check List

Federal Work-Study Students must complete a Payroll Packet. All forms must be completed in **black ink**. Students are not permitted to work until a completed Payroll Packet has been submitted to the Student Employment Office, and a confirmation email has been received. Missing or incomplete documents will prevent the student from starting to work.

- ___ Federal Work-Study Information Sheet (**new hire only**)
- ___ Job Certification Form
- ___ Student Employment Agreement Form (Contingent I Student Agreement)
- ___ Employee Supplemental Data Information Form (**new hire only**) (3 pages)
- ___ W-4 Form: Federal and State Withholding Form (**new hire only**)
- ___ State of Maryland Direct Deposit Form (No Voided Check Needed) (**new hire only**)
- ___ On-line Student Orientation Confirmation Sheet (www.umaryland.edu/workstudy)
- ___ On-line I-9 Confirmation Receipt (**new hire only**)
newi9.com (employer code **14654**)
- ___ Identification: Original Driver License and Social Security Card or refer to List of Acceptable Documents on the i-9 website

*****Non U.S. Citizens Additional Information is needed:**

- ___ **Additional Identification: Permanent Resident Card or Passport**
- ___ W-9 Form: Request for Taxpayer Identification Number and Certification
- ___ Permanent Resident Certification

No electronic submissions of employment forms will be accepted.

Please complete and submit the required documents to the address listed below:

**Student Employment
Office of Student Financial Assistance & Education
University of Maryland, Baltimore
601 W. Lombard Street, Suite 221
Baltimore, MD 21201
(410) 706-7347**

Students are not permitted to work until all of the requested documents are received. Any hours worked prior to us receiving these documents cannot be paid through FWS funds. A confirmation email will be sent to you and your supervisor once the documents have been processed by our office.