Student Employee Checklist:

☐ Student Employment Form

☐ I-9 Form
  o This is an online form found online at http://www.newi9.com
  o Identification is needed to verify employment eligibility

☐ VA-4 Form
  o Please return this form to the Department you are hired by

☐ W-4/W-2 Form
  o This is an online form found in myWM by selecting the Banner Self Service tab.
  o This tab will be created once your Student Employment form has been processed by the Office of Student Financial Aid

☐ Direct Deposit Form
  o Please return this form to the Office of Student Financial Aid
  o Voided check or routing and account number will be needed

☐ Confidentiality Agreement
  o Please return this form to the Department you are hired by