

# Wartburg College Student Employment Forms Checklist



We are so excited to have you join our crew of awesome student employees!

Upon acquiring an on-campus job and prior to beginning employment, students are required to complete their student employment forms and present the respective IDs to the Student Employment Office personnel.

Student employment forms are available in our office in Luther Hall 212 or on our website, [www.wartburg.edu/jobs](http://www.wartburg.edu/jobs).

Questions? Contact us at (319) 352-8350 or [studentemployment@wartburg.edu](mailto:studentemployment@wartburg.edu)

## Required Student Employment Forms

✓ **Student Employee Care of Confidential Information Form**

✓ **Background Check Release Form**

✓ **I-9 Employment Eligibility Form**

To complete this form, students are required to present documentation verifying both identity and citizenship to the Student Employment Office personnel.

Please bring one of the following options with you:

- Option 1: Valid Driver's License/State ID AND Original Social Security Card
- Option 2: Valid Driver's License/State ID AND Original Birth Certificate
- Option 3: Valid U.S. Passport
- Option 4: Valid Foreign Passport with F-1 Visa AND Form I-94 AND Form I-20

The Student Employment Office personnel are required to see original documents; copies of these documents will NOT be accepted.

✓ **Federal W-4 Form**

✓ **State W-4 Form**

All students, except residents of Illinois, must complete the Iowa State W-4 Form. Residents of Illinois must complete the Illinois State W-4 Form and the Employee's Statement of Nonresidence in Iowa Form.

✓ **Direct Deposit Authorization Form**

Students are required to attach printed documentation verifying their bank's ABA/routing number and their account number.

Please bring one of the following options with you:

- Option 1: A voided check (for a checking account)
- Option 2: Print documentation from your banking institution (i.e. screenshot from online access or letter from the bank stating both ABA/routing number and your account number.)

✓ **Student Payroll Deduction Agreement**

Students may elect to have 0%, 25%, 50%, 75%, or 100% of their monthly student wages applied towards their student account.