

Student Employment Forms Checklist

The Wartburg College Student Employment program provides students with employment opportunities that will guide them in achieving both their academic and professional goals through hands-on learning in a challenging yet supportive environment.

Students will have the opportunity to: 1) Develop meaningful relationships with peers, faculty, staff, and community members 2) Develop and enhance work ethic, work habits, and various skill sets 3) Gain practical work experience that can be used to build a resume 4) Have flexibility in scheduling work hours and 5) Earn money to offset education-related expenses.

To begin, students must complete the following forms prior to beginning employment. All student employment forms can be accessed from the Student Employment Office website, www.wartburg.edu/jobs.

Background Check Release Form (Required)

Employment Eligibility (I-9) Form (Required)

To complete the employment authorization process, students **MUST** present documentation verifying both identity and citizenship to our Student Employment Staff on SOAR day. Please bring with you **one** of the following options:

- 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 Passport
- Option 4: Review the instructions of the I-9 Form for additional options.

**Please note that we must see the original documents; copies of these documents will NOT be accepted.*

Federal W-4 Form (Required)

State W-4 Form (Required)

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 in place of the Iowa State W-4 Form.

Student Payroll Deduction Agreement (Optional)

Students may elect to have all or part (25%, 50%, 75%) of their student wages applied towards their student account/tuition bill each month.

Direct Deposit Form (Required)

Students may elect to have their student wages deposited directly into their checking or savings account. In order for this form to be considered complete, you **MUST** attach printed documentation verifying your bank's ABA/routing number and your account number. Please bring with you one of the following options:

- For a checking account, bring a voided check.
- For a savings account or checking account with a debit card, bring printed documentation from your banking institution, such as a letter, stating both the ABA/routing number and account number.

Please bring the completed student employment forms and requested information with you on SOAR days. Completed forms can be submitted at the Student Employment table in Luther Hall or in the Student Employment / Business Office (Luther Hall 212).

Questions? Contact Abbie Raum, Student Employment Coordinator, by phone, (319) 352-8350, or e-mail, studentemployment@wartburg.edu.