

Student Employment Forms Checklist

To be eligible to participate in Wartburg College's Student Employment program, students must:

- Be enrolled as a full-time student at Wartburg College for a minimum of 3 credit hours per term (excluding May Term and the summer).
- Show satisfactory academic progress towards the completion of a degree. (See Wartburg College Academic Catalog.)
- Be a U.S. citizen or have a valid F-1 Visa providing authorization to work in the U.S.

Upon acquiring an on-campus job, students are required to complete and submit the following student employment forms and IDs to the Student Employment Office in Luther Hall 212 prior to beginning employment. All student employment forms are available on the Student Employment website, www.wartburg.edu/jobs.

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 staff. 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 U.S. Passport
- Option 4: Valid Foreign Passport and Form I-94/F-1 Visa
- Option 5: Review the instructions of the I-9 Form for additional options.

*The Student Employment Office staff 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

To complete this form, students are required to attach printed documentation verifying their bank's ABA/routing number and their account number. Please bring with you one of the following options:

- Option 1: A voided check (for a checking account).
- Option 2: Printed documentation from your banking institution (i.e. 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.

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