

Requirements for new student employees at Kalamazoo College

Before you can begin work for the College in a student employment position, you must complete Michigan and Federal Tax withholding forms and the Department of Homeland Security I9 form to verify your work eligibility.

Federal Employee Withholding Exemption Allowance Certificate (W4)

Michigan Employee Withholding Allowance Certificate (MI-W4)

<https://reason.kzoo.edu/payroll/w4/>

I-9 Federal Employment Eligibility Verification

<http://www.kzoo.edu/hr/PostingsPayActive/I9exp31Aug12KAug2010.pdf>

Bring your completed forms to the Human Resources Office along with original documents as required for the I9. A list of acceptable documents for the I9 are listed on page 5 of the I9 form. Document(s) that most students present are either

- A) Unexpired Passport or Passport Card, or
- B) Unexpired Driver's license or school photo ID *-along with-* Social Security card *-or-* birth certificate.

Any other documents listed on page 5 of the I9 Instructions are also acceptable.

Please note that the Department of Homeland Security requires that you present actual documents to verify your work eligibility; photocopies and faxes are not acceptable.

If you have questions, please contact Andrea Tally at Andrea.Tally@kzoo.edu or Julie Lewandowski at Julie.Lewandowski@kzoo.edu.