**Student Instructions**: Complete the forms as instructed and bring all forms to Career Services (Student Union 211).

For any questions, please call 330-972-7747.

Most forms are available on the Payroll web page at <http://www.uakron.edu/controller/payroll-forms.dot>.

The I-9 form is available at <http://www.uakron.edu/hr/forms-directory/>.

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| ITEM | INSTRUCTIONS |
| 1. Form I-9 **(Must be complete in order to start work)** | Send with the Student Employment Form to Career Services, zip +4306  For questions, call x7747 |
| 1. Direct Deposit Participation Form 2. Forms W-4/IT-4 3. OPERS-Request for Optional Exemption as a Student or OPERS Election Form for Students 4. Social Security Form SSA-1945 | Send to the Payroll Office via campus mail, zip +6210 or take to the Payroll Office in the Administrative Services Building.  For questions, call x7205. |

**Student Instructions**

Read all instructions below carefully before completing forms.

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| **Form I-9:** See instructions on form. Please note documents for A/B/C need to be unexpired. |
| **Direct Deposit Participation Form**: See instructions on form. |
| **Forms W-4/IT-4**  **If you are not a U.S. citizen or permanent resident, do not complete the W-4/IT-4 forms.**  **Contact the Payroll Office at payroll @uakron.edu notifying them that you are a new non-resident student employee.**  **You will receive an e-mail back with your next steps.**  These forms instruct Payroll how to withhold federal and state taxes from your pay; and identifies country of citizenship. If you are claimed as a dependent on a parent or guardian’s taxes, you may want to consult with them on how you should complete this form.   1. Form W-4, you must complete **at minimum** sections 1 and 5. Instructions for this form are available on the Payroll Forms web page at <https://www.uakron.edu/controller/2020%20Form%20W-4%20Instructions%20(1).pdf>. 2. Form IT-4: You must complete **at minimum** your name, Social Security Number, home address, zip code, Public School District of Residence and School District Number, lines 1 and 4 and sign the form. Instructions can be found at <https://www.uakron.edu/controller/Ohio%20Form%20IT-4%20Instructions.pdf>    1. If you do not know your Public School District of Residence, the Ohio Department of Taxation provides a resource call The Finder on their website at <http://www.tax.ohio.gov/online_services/thefinder.aspx>. 3. In the Non-Resident Alien Identification section, indicate that you are a U.S. citizen or a permanent resident and complete the remainder of the section. If you are a permanent resident, you will need to provide documentation to the Payroll Office. Contact Payroll at payroll@uakron.edu. |
| **Ohio Public Employees Retirement System (OPERS)**  As an Ohio state public institution, we do not pay Social Security; we contribute to a state retirement system. As a student employee, you must choose whether to participate in OPERS or not. Your contribution is 10% of your earnings. The University will supplement this with a contribution equal to 14.0%. If you plan to work in the future in any area of public service in the state of Ohio, you may want to consider participating in OPERS as your service to the University will be included in your total service credit for retirement. Once you decide to contribute or be exempt, your decision is irrevocable until you have a break in service. **You must complete either the Optional Exemption as a Student form or the OPERS Election Form for Students within 30 days of your hire date, otherwise you will be required to contribute to OPERS.** Visit the OPERS web page at [www.opers.org](http://www.opers.org) for more information.  OPERS Exemption Instructions: <https://www.uakron.edu/controller/payroll-forms.dot> |
| **Social Security Form SSA-1945**  Read the entire form. Print your name where it says Employee Name, write your Social Security Number where it says Employee ID #. Sign and date the form at the bottom of the page. |