Dear Student:

In order to legally work and be employed by Smith College you must complete an employment eligibility verification form (*Form I-9*), federal tax withholding form (*Form W-4*), Massachusetts tax withholding form (*Form M-4*) and a Smith College *Direct Deposit Authorization Form*.

We recommend you complete these forms upon entering the college, even if you are not planning to work this year. Most students will be employed in some capacity during their time at Smith and since these employment forms are valid for a student’s entire enrollment at Smith, we recommend completing the employment process when you enter. (This also provides parents the opportunity to take original documents home).

There are many programs/opportunities on campus to participate in with some offering stipends. This type of work is considered employment and will require the above mentioned forms on file before participation. (Stride and Aemes Scholars and Mellon and Khan Fellowship recipients are required to complete these forms).

Tips on completing these forms:

- **Complete Section 1 only on Form I-9.** The payroll staff will complete Section 2 at Central Check In (CCI) by viewing your documents. *(Note: The Form I-9 must be completed within three business days of the start of employment.)*
- The Employee’s Withholding Allowance Certificate (*Form W-4*) needs just the bottom of the form completed. The top section and reverse side are worksheets for your computations.
- The Massachusetts Employee’s Withholding Exemption Certificate (*Form M-4*) allow students to claim exemption from tax withholding if they are full time students and will earn less than $8,000 in the calendar year. Check Box D to claim the exemption.
- The *Direct Deposit Authorization Form* is required for all Smith employees. If you do not have a bank account, you will have the opportunity to open one at CCI. There will be several local banks and credit unions available to you. This form is designed to accommodate multiple accounts. If you only have one account, complete the first line, “account to deposit net pay”.

If you have any questions on how to complete these forms, please consult with a parent, guardian or tax consultant. The payroll staff is not authorized to give tax advice.

**Note:** Remember to bring your original documents to Central Check In (CCI) as photo copied documents are not acceptable.

Payroll and Disbursements Office