

UNIVERSITY OF DALLAS

New Student Employee Forms

Name: _____

Section 1: Overview

- This page is provided to you as a guide by the Office of Human Resources (HR) and is designed to help you complete all required employee paperwork upon hire.
- Submit the forms listed in Section 2 below (*and Section 3 for foreign national students*) to HR no later than your first day of employment. Failure to submit all necessary documentation to HR will result in denied authorization to work.

First day of employment: _____.

- A note regarding addresses: List your local address on all documents except Form I-9 and Form W-4 (list your permanent address).

Section 2: New Hire Documents for all Students

Student Employee Information and Agreement Form

I-9 and List of Acceptable Identification Documents

***Complete Section 1 of Form I-9 no later than your first day of employment. Section 2 must be completed by HR no later than your third day of employment; original identification documents must be presented. For additional information, visit <https://www.uscis.gov/i-9>*

W-4

***HR cannot advise employees on completing Form W-4. Contact your guardian or tax advisor if assistance is needed. If you are a foreign national student, please visit <http://www.irs.gov/pub/irs-pdf/n1392.pdf> for supplemental instructions on completing Form W-4. All employees must provide a social security number to receive payment.*

Payroll Memorandum and Authorization for Deductions from Final Paycheck

Electronic Delivery of IRS forms (optional)

Direct Deposit Form

***Direct deposit is required for all employees. A voided check must be submitted with the direct deposit form in support of your bank name, transit routing number, and account number. If you do not have checks, please provide a printout from your bank confirming the account holder's name, routing number and account number.*

Section 3: New Hire Documents for Foreign National Students

Form 8233

***Form 8233 is for student employees whose home countries have a tax treaty with the United States. A full list of tax treaty countries is provided on the back of this page. If your home country is listed, please complete Form 8233 to claim a reduced rate or exemption for certain items of income received within the US. For additional information, please visit <http://www.irs.gov/pub/irs-pdf/i8233.pdf>.*

United States Income Tax Treaties A to Z

Armenia	Kazakhstan	Turkey
Australia	Korea	Turkmenistan
Austria	Kyrgyzstan	Ukraine
Azerbaijan	Latvia	Union of Soviet Socialist Republics (USSR)
Bangladesh	Lithuania	United Kingdom
Barbados	Luxembourg	United States Model
Belarus	Malta	Uzbekistan
Belgium	Mexico	Venezuela
Bulgaria	Moldova	
Canada	Morocco	
China	Netherlands	
Cyprus	New Zealand	
Czech Republic	Norway	
Denmark	Pakistan	
Egypt	Philippines	
Estonia	Poland	
Finland	Portugal	
France	Romania	
Georgia	Russia	
Germany	Slovak Republic	
Greece	Slovenia	
Hungary	South Africa	
Iceland	Spain	
India	Sri Lanka	
Indonesia	Sweden	
Ireland	Switzerland	
Israel	Tajikistan	
Italy	Thailand	
Jamaica	Trinidad	
Japan	Tunisia	