

Memorandum

To: New Employees
From: Laurel Rasmussen
Re: Employment Forms

Attached is an Instruction Sheet along with the tax and employment forms you will need to complete before we can add you to our payroll system. Please follow the instructions below as you complete the forms. **Be sure to use black or blue ink.** If you have any questions or need help, please contact me at ext. 2210. Thank You.

- **Hire Form** – Completed and signed by your supervisor.
- **W-4 Federal Withholding** – Please fill in all the information requested. Use the “Personal Allowances Worksheet” to determine the number of allowances you are entitled to take.
- **Centralized Employee Registry Reporting Form (for state of Iowa)** – Anyone who works in Iowa must complete an Iowa W-4 regardless of where you live. Please complete all the information requested from the heading “Employee Information” (mid-point of the form) to the very bottom of the form. Follow the instructions on the reverse side to determine your number of allowances.
- **Illinois Residents** – You may claim exemption from Iowa withholding if you complete additional forms. See me in the Business Office.
- **Employment Eligibility Verification (Form I-9)** – Only section 1 needs to be completed by you. **Please bring your completed forms to the Business Office along with the required original documents. (See the “Lists of Acceptable Documents” page for the required documents that establish Identity and Employment Authorization. THIS MUST BE COMPLETED AND BROUGHT TO THE BUSINESS OFFICE ON OR BEFORE YOUR FIRST DAY OF WORK.**
- **Direct Deposit** – If you wish to enroll in direct deposit, please complete this form. Only complete the “2nd Financial Institution” part if you have more than one bank into which you want funds distributed.
- **New Health Insurance Marketplace Coverage Options and Your Health Coverage** – We are required by the Affordable Healthcare Act to distribute this information to you regarding the Insurance Marketplace. Health Insurance through the College is only available to full-time regular employees (not student employees).