Loyola University Maryland Student Paperwork Chart

New Student

- Form I-9 – (2 parts, one completed online by the student and the other by the Supervisor or HR with original documentation)
- MW507 State Withholding form and W-4 Federal Withholding form
- Student Employment Agreement
- Confidentiality Agreement
- Direct Deposit Authorization (optional)
- Partial Packages will not be accepted, as all portions of the employment paperwork must be present in order for the student to be authorized to work.

- Friendly Reminder: STUDENTS CANNOT BEGIN WORKING UNTIL ALL PAPERWORK HAS BEEN COMPLETED
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Returning Student

• **Applicable if the student worked during the 2015-2016 Academic Year**

• **Student Employment Agreement**

• If student received a pay check during the 2016 calendar year, he/she is not required to complete an I-9 or new tax forms.

• If the student would like to change his/her tax withholdings, he/she will need to complete new tax forms (MW507 and W-4 forms). A new I-9 form is not necessary.

• **Direct Deposit (optional):** If the student wishes to elect Direct Deposit or change their current banking institution, he or she may wish to do so at this time.