Loyola University Maryland

Student Employment Paperwork Chart

NEW STUDENT EMPLOYEE

- I-9 Employment Eligibility Verification online form
- MW507 State Withholding form (non-Maryland residents also need to complete)
- W-4 Federal Withholding form
- Student Employment Agreement
- Loyola Confidentiality Agreement
- Direct Deposit Authorization (optional)

STUDENT WORKED IN CURRENT CALENDER YEAR

Student Employment Agreement

Note: If a student was paid during the current calendar year, he/she is not required to complete an I-9 or new tax forms. However, if he/she would like to change his/her tax withholdings, he/she will need to complete new tax forms (MW507 and W-4 forms).

STUDENT WORKED WITHIN THE LAST 3 YEARS

- MW507 State Withholding form (non-Maryland residents also need to complete)
- W-4 Federal Withholding form
- Student Employment Agreement
- Direct Deposit Authorization (optional) If a student previously had direct deposit, and it needs to be changed, a new form should be completed.

STUDENT HAS NOT WORKED FOR 3+ YEARS

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- W-4 Federal Withholding form
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- Direct Deposit Authorization (optional) If a student previously had direct deposit, and it needs to be changed, a new form should be completed.