

Instructions for Work Permit Forms

I-9 Form - Only Complete Section 1.

Name: Use name as it appears on your passport

Last Name, First Name, and Middle Initial (if no Middle Initial, mark --)

Maiden Name: If applicable.

Address: Use local address in Mankato.

Date of Birth: Month/Day/Year

Social Security Number: If you don't have a Social Security Number, leave blank.

In the "I attest, under penalty of perjury, that I am" section: International students on an F-1 or J-1 visa need to do the following:

Check the box An Alien authorized to work (Alien # or Admission #) _____
(list the number on your I-94)

Until ____/____/____

(list the end date of your current I-20 for F-1 students/DS-2019 for J-1 students)

Employee's Signature: Sign your name

Date: Month/Day/Year

W-4 Form

Write in Current Calendar Year

Print your name clearly. If you do not have a middle initial (MI), mark a dash (-) in that area.

Social Security Number – If you do not have one, leave blank.

Marital Status – Put a checkmark next to Single or Married. (Single is already checked for you per IRS Federal Statutory Withholding Rules.)

Additional Amount can be withheld from each paycheck. If you don't want to, leave it blank.

Sign and date.

Student Payroll Tax Residency Information

PART A: PERSONAL INFORMATION

Name: Use name as it appears on your passport

Social Security Number: If you don't have a Social Security Number, leave blank.

Current Visa Type: F1 or J1

Country of Citizenship:

Original Port of Entry DATE under Current Visa: Month/Day/Year

Change of Status Date: ONLY if your status has changed

Previous Visa Type:

Department: Student Major

Title of Position Held: STUDENT

PART B: TAX RESIDENCY – LEAVE BLANK

PART C: PRIOR VISIT INFORMATION

Prior Visit Information: Fill out ONLY if you have left the country since you came to the U.S.

PART D: CERTIFICATION – Date: Month/Day/Year

Signature

PART E: TAX RESIDENCY CALCULATION – LEAVE BLANK

TAKE SOCIAL SECURITY CARD TO THE CAMPUS HUB TO UPDATE YOUR RECORDS

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