

# FWS Contract Check List

- ❖ **Please make sure the following are completed in full before submitting to the Student Employment Office. Please print legibly to avoid mistakes.**

## **Student Employment Information Form:**

- All information on this sheet needs to be completed in full.
- Student's signature is required at bottom of page.

## **FWS Program Contract:**

- Job Description is completed. (needed to determine if qualified for community service funding)
- All information is completed by the department down to "Student Information".
- Student has completed all necessary information.
- PAF authorized departmental signatures are required.
- Student's signature is required.

## **Form W-4:**

- Bottom of W-4 needs to be completed in full.
- Student's signature and date required.
- Only line 5 or line 7 (Exempt) to be completed. After the student has decided upon either claiming allowances or putting exempt, please leave the other line completely blank.

## **I-9:**

- Go Paperless!
- Ask your student to proceed to [www.NewI-9.com](http://www.NewI-9.com) to complete section 1.
- Then you student may proceed to Student Employment where section two will be completed and valid documents verified/reviewed.  
OR
- The Paper form may be completed and submitted. This form must be the current form requested by the Department of Homeland Security.
- Student's signature and date is required.
- All of section two is to be completed by the Employer. (Please see the back of the form for a list of acceptable documents)

## **Personal Information Form:**

- New Hires Only: Students need to complete in full

## **Direct Deposit/Emergency Contact:**

- Please refer the student to C2HR: <https://webapp.mis.vanderbilt.edu/c2hr>

- ❖ **Once all forms are completed please send them to:  
Attention: Tracey Jackson, Office of Student Employment via internal mail or have the student come by with the completed paperwork to 2309 West End Avenue.**