The Office of Financial Services will be glad to assist students in filling out required forms in order to become employed at Colby. Most students work at the college, and completion of the forms below are required to ensure timely and accurate payments. Please note the college has adopted direct deposit as its standard method of paying wages, directing your funds to an account of your choice.

******IMPORTANT: Only students who have a work study award in their financial aid package should be prepared to complete the I-9 and direct deposit forms at orientation. Other students who have an interest in working on campus must be prepared to complete the I-9 once they receive a job offer.

Students with a work study award must bring all original documents to fill out an I-9 on the day of orientation. For a complete list of acceptable documents, please visit: [http://www.uscis.gov/sites/default/files/files/form/i-9.pdf](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)

Commonly used documents are an original passport, or photo ID along with an original social security card or birth certificate.

******You will only be required to fill out this paperwork once during the time you are at Colby, please be prepared to complete required forms when you have a job offer (a work award constitutes a job offer).********

Regulations issued by U.S. Citizenship & Immigration Services require that we verify identity and eligibility to work before we may employ any student on campus. The I-9 form must be completed prior to working.

Please go to the Colby payroll page for links to the following forms. [http://www.colby.edu/administration_cs/financialservices/payroll/](http://www.colby.edu/administration_cs/financialservices/payroll/)

1) **I-9 Employment Eligibility Verification Form:** (PLEASE MAKE SURE ALL DOCUMENTS ARE VALID ORIGINALS)
*Commonly used documents: Passport or a photo ID (Colby ID) combined with a social security card or birth certificate
**If you are a resident alien, we will also need to see your Permanent Resident Card or Alien Registration Receipt Card (I-551).**
***If you are a foreign student we will also need to see your valid passport with temporary I-551 stamp.

2) **Federal W-4**

3) **State of Maine W-4**

4) **Direct Deposit:** Your pay will be directly deposited into the savings or checking account you chose. Please go to your myColby portal and click on the “Finances” tab, then click “Direct Deposit” in the center of the web page and fill out the form with the correct information. You will need to know the routing/ABA numbers, account number, and type of account (savings or checking) of your financial institution before submitting your request.

The payroll office appreciates your help and looks forward to meeting you during orientation!

The Colby College Payroll office is located in the Garrison-Foster building, 1st floor. If you have any questions regarding payroll, please contact: stupayroll@colby.edu

Sincerely,

Brad & Susan - The Payroll Office Staff
Email: stupayroll@colby.edu

5/10/2017