INSTRUCTIONS

1. Complete the **Employment Eligibility Verification** form **(I9)**
   a. Complete Section 1 using your permanent mailing address
   b. Check off the appropriate box (1,2,3 or 4)
   c. Sign and date where it says "Signature of Employee" (right above "Preparer and/or Translator")

Nothing else needs to be completed on this form

2. Complete the **W-4** form
   a. Complete Step 1 (use your BMC address with dorm name and room number – section a, b, c)
   b. Step 5 - you must sign and date form

3. Complete the **Direct Deposit** form – If you cannot complete this form now you can return it to payroll at a later date.
   a. The "Type of Request" and "College Affiliation" have been completed for you.
   b. Complete your name and BMC ID#
   c. Choose "Checking" or "Savings". Complete the rest of the section.
   d. See picture below if you do not know how to find your routing number. You might be able to find your routing number on your bank's app. Feel free to ask us if you need help finding your routing number.
   e. If your bank has two routing numbers you should use the number for paper/electronic. Do NOT use the wire routing number.
   f. DO NOT use the number on your debit card as your account number.
   g. If you are depositing your money into one account you do not have to complete any other section.
   h. Sign and date the bottom.

4. Complete the **Application For Exemption (LST)** form
   a. Fill out your name, Social Security number, dorm name and room number.
   b. Sign and date the middle of the form.

5. Complete the **Residency Certification** Form
   a. Complete your name and Social Security Number
   b. Add your dorm name and room number
   c. Sign and date in the Certification section

6. **Bryn Mawr College** Letter
   a. Print your name on the line after "Our Current Employee, "
      Nothing else is needed on this form

7. **Bryn Mawr College Eligibility Notification** Form
   a. Print your name, sign and date the form