Forms for Payroll

Complete and return the following forms to your hiring department.

**USCIS Form I-9 (Employment Eligibility Verification)**

Complete:
- Section 1 and include your local address
- Check box “An alien authorized to work until ____ (Fill in I-20 completion date or OPT end date)”
- Most recent I-94 number
- Passport
- Country of Issuance
- Print, sign and date

**Form 8233 (Internal Revenue Service)**

Check if your country is exempt from tax withholdings [HERE]. This is a table listing countries that have a tax treaty with the United States. If your home country is listed, and if you meet the criteria noted in columns B and C, your wages will qualify for a tax exemption. BUT, you must complete Form 8233. Instructions and a link to the form will be found at the website with the tax treaty table.

**Form W-4 Federal Income Tax Withholding (Internal Revenue Services)** Fill out ONLY the following information:

1: first name, last (family) name, home address. This is NOT your home country address but your local Houghton/Hancock address.
2: social security number—If you do not have a SSN, leave this blank.
3: check the box “single” even if you are married.
5: You should generally claim one (1) withholding allowance. However, if you are a student from India, you may be able to claim additional allowances.
7: Write “non-resident alien” or “NRA” on the dotted line to the left of the box. If you put a dollar amount on line 6, it will decrease the amount you will receive on every paycheck. Do NOT claim that you are exempt from withholding, even if you meet both of the conditions listed on that line. Leave this section blank.
Leave the rest of the form blank for now. You do not need to fill out any of the worksheets.
Print, sign and date.

**Form MI-W4 Michigan Income Tax Withholding**

Fill out ONLY the following information:

1: leave blank if you do not have a SSN.
2: date of birth
3: name – first, middle initial (if you have a middle name), last (family); home address – this is NOT your home country address but your local, Houghton/Hancock address.
4: driver license number – the number if you have a license, otherwise enter “N/A”
5: check appropriate yes/no box and fill in date if “yes” is checked.
6: You should generally claim one (1) exemption
7: If you wish to have an additional amount deducted from your check (which will reduce the amount of your check) enter that amount.
8: Do NOT claim that you are exempt from withholding on Line 8. Do not check any boxes.
Print, sign and date.
Application for a Social Security Card: Form SS-5 (Fill out the ENTIRE form.)

1: name should be as it is on your passport.
2: fill in if you were issued a SSN in the past.
3 & 4: place and date of birth.
5: citizenship—check “legal alien allowed to work”.
6 & 7: check appropriate boxes.
8: check appropriate box.
9 & 10: leave this blank unless they have a number. 11 – 13: answer as applicable.
14 – 17: complete all.
18: check “self”.
Print and sign.

Employee Patent, Research, and Proprietary Rights Agreement
You must sign and return this form before you can be paid.

Graduate students complete this form through the MyMichiganTech account.
Undergraduate students need to print, sign and return the form to the hiring department.

Payroll Direct Deposit Authorization (Optional, but encouraged): This form will authorize Michigan Tech to deposit your pay check directly into your checking or savings account. You may use the form here <http://www.admin.mtu.edu/hro/forms/directdepositauthorization2007.pdf> or later you may add direct deposit through Banweb.