



## Checklist of Required Federal Work Study (FWS) Forms

Download and complete the Forms listed below and bring them with your Identification (see below) to a Processing Officer in the Financial Aid Office at 445 West 59<sup>th</sup> Street, North Hall, Room 1280N.

Check shaded area below when complete This form is for your records.

### Employment Forms

1. Form I-9, Employment Eligibility Verification <http://www.uscis.gov/files/form/i-9.pdf>
2. W4- Employee's Withholding Allowance Certificate <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
3. IT- 2104- Employee's Withholding Allowance Certificate <http://www.gvboces.org/si/2009IT2104.pdf>
4. IT-2104-E- Certificate of Exemption from Withholding [http://www.tax.state.ny.us/pdf/2009/killin/wt/it2104e\\_2009\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2009/killin/wt/it2104e_2009_fill_in.pdf)

### Placement Forms

1. Contract for Work Study Placement (FWS) with Supervisor's signature
2. Federal Work Study Student Contract of Responsibilities
3. Agreement by Student Employee to Maintain Confidentiality and Privacy of Records Pertaining to Students, Faculty and Staff
4. FWS Job Application

**Submit 1 item from List A (See Below) with your Validated JJC ID Card OR**

**Validated JJC ID Card, another item from List B AND 1 item from List C**

List  
A

### Acceptable Identification

1. US Passport
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

List  
B

1. Driver's License, State ID or Learners Permit Card (from US) w/ photo & demographic information.
2. John Jay Collage School ID with Validation sticker
3. Voter's Registration Card
4. U.S. Military or Draft Card
5. School record, Report Card; Clinic or Hospital Card (If you are under 18 years of age)

List  
C

1. Social Security Card or Certificate of Birth Abroad (Form FS-545)
2. Certificate of Report of Birth (Form DS-1350)
3. Employment Authorization document issued by Department of Homeland Security

### Forms for your Records

1. Federal Work Study Time Sheet Submission Schedule
2. Record of Available Hours
3. Direct Deposit and Stop Payment Forms available at the Bursar's Office