

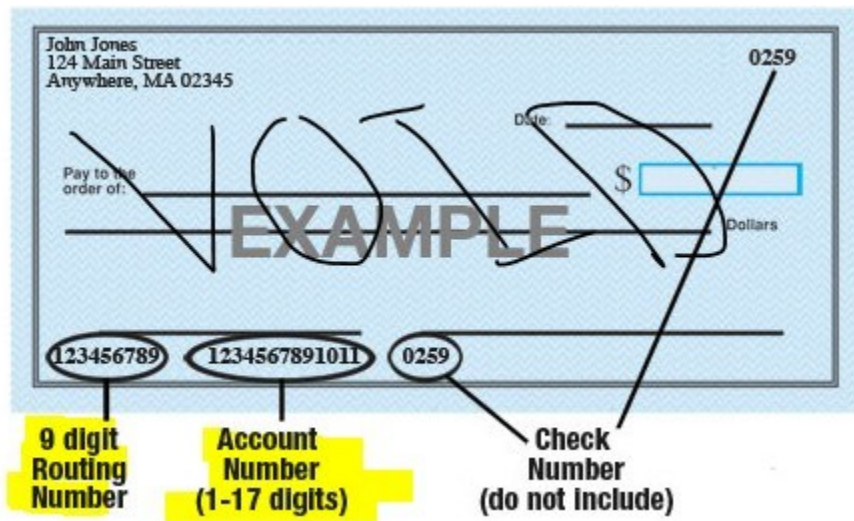
## Tips on completing required hiring documents

Password to the Direct Deposit and W4 forms will be sent in a separate email.

### Direct Deposit

Form found at: [New Employee Direct Deposit form.](#)

1. You will need to provide a voided check from your bank and enter your account and routing number on the form. An example of a voided check can be found below.



2. If you do not have a voided check, you may contact your bank and ask them to provide you with a form that includes your routing and account number.

### W4 Form

1. Form found at: [New Employee W-4 form.](#)
2. Please carefully review the instructions on pages 2-4 for information on what should be entered on the form.

## I9 Form

1. Must be completed in-person with a campus official prior to starting work.
2. Documentation must be provided. The most common documents provided are a Driver's License and social security card or US passport. A list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.
3. Please enter your Columbia State email address when completing this document.

Please contact one of the following individuals to set an appointment to complete your I9. To find their contact information you may use the campus directory found at:

<https://columbiastate.edu/directory/index.html#search>

### **Columbia campus**

Debbie Long  
Sarah Arthur  
Andrea Morrow

### **Williamson campus**

Denise Holman  
Jeffrey **David** Gay  
Ryan Badeau  
Shane Hall  
Nandadevi Gray  
Caitlyn McNabb

### **Lawrenceburg campus**

Tracey Hines  
Regina Ray  
Jessica Moser

### **Lewisburg campus**

Tim Rogers  
Allie Carpenter

Before beginning work all documents must be completed, your student worker agreement must be signed, and approval from Financial Aid received.