

**DEPARTMENT OF ENGLISH & COMPARATIVE LITERATURE  
PAYROLL INSTRUCTIONS & FORMS**

If you were previously appointed to a position in the department but did not teach last year, please complete the following forms:

1. Nomination information sheet for demographic information
2. Tax forms including a W-4 and IT2104E for non-New York State residents.
3. Free Application for Federal Student Aid (FAFSA); please file electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
4. 2009-2010 Work-Study application (two-sided form). If you are not intending to file for work-study or for a loan, check the box just above the signature line.
5. I-9 (Employment Eligibility Verification Form). You will need to complete Section 1 of the I-9 Form found at [www.i9eXpress.com](http://www.i9eXpress.com). You must bring the appropriate original documents (i.e, passport, social security card, driver's license) with you to complete Section 2 of the I-9 in person at the Service Center located in 210 Kent Hall.

**International students:** You may not need to file a new form if your current I-9 is valid through May 2010. If it is no longer valid, you need to go to the I-9 Service Center located in 210 Kent Hall with your passport and current visa.

**THE I-9 FORM MUST BE COMPLETED AND ON FILE BEFORE YOU CAN BE ENTERED INTO THE PAYROLL SYSTEM.**

6. Please see the FAQ sheet for additional payroll information.

Return completed demographic and tax forms (except FAFSA) to 602 Philosophy Hall by Tuesday, June 30<sup>th</sup>.