CARTHAGE
COLLEGE

# Student Educational Experience Award
# Employment Packet

In order to ensure timely and accurate payment of your wages, the following forms must be completed, signed and returned to the Human Resource Department.

- ❑ Student Educational Experience Award Agreement

- ❑ Federal Tax Form
  *If you wish to claim exemption from Federal Tax Withholding, write "exempt" in the space below Step 4(c) and complete Steps 1 and 5.*

- ❑ Wisconsin Tax Form (WT-4) *or*
- ❑ IL Tax form and Reciprocity form
  *If you wish to claim exemption from State Tax Withholding, write "exempt" on line 3 (Wisconsin) or check the exemption box (under City info) on the IL form.*

- ❑ Direct Deposit Authorization form
  *All payments are Direct Deposited.*

- ❑ Cancelled check or bank memo indicating routing and bank account number
  *Your banking institution can provide a memo for you.*

- ❑ I-9 – Employment Eligibility Verification form
  *Please note due to the Coronavirus Shelter At Home order, please complete page 1 and the top of page 2. You will be required to provide original and current acceptable documents to the Human Resource Department at a later date (tad).*

Please review the documents to ensure they are complete, signed and dated!