As a graduate student new to working at Clark University, please complete the following:

[I-9](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) (first page only)

[Student Direct Deposit Authorization Form](https://www.clarku.edu/offices/financial-aid/wp-content/blogs.dir/3/files/sites/32/2020/01/Student-Direct-Deposit-Form-.pdf) (electronic signature not accepted)

[W-4 Federal Tax Withholding Form](https://www.clarku.edu/offices/financial-aid/wp-content/blogs.dir/3/files/sites/32/2020/01/fw4-2020.pdf)

[M-4 Massachusetts Tax Withholding Form](https://www.clarku.edu/offices/financial-aid/wp-content/blogs.dir/3/files/sites/32/2020/01/M-4-Form.pdf)

Include copies of [I-9 Acceptable Identification](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents)

Evidence of your bank account number: a voided check, a letter from the bank showing the routing and account number, or a screenshot from the bank’s website showing the routing and account number

Please upload all six documents to the Payroll Office’s [dropbox](https://upload.clarku.edu/form/payroll).

These documents will be reviewed for completion. Once completion is confirmed, you will be contacted at your Clark University email account to appear in person at the Payroll Office, located on the fourth floor of the Shaich Family Alumni and Student Engagement Center, to present the original form of identification you provided through the drop box. When appearing in person, you must present the original form of identification that you provided through the drop box. No copies or other forms of identification will be accepted.