

## Students Working on TTU's Campus

You have received this information because you will be working on TTU's campus. There are 3 REQUIRED forms that must be filled out and brought to the Human Resources booth, located in the Tech Pride room, during the second day of your SOAR session:

1. I-9(Employment Eligibility Verification): fill out section 1 on page 4 of the following link, print, and sign. Bring your original, unexpired supporting documents with the completed I-9 form. See page 5 of link for acceptable documents. We can only accept unexpired documents.

[http://www.tntech.edu/files/hr/forms/payroll/I-9\\_Form.pdf](http://www.tntech.edu/files/hr/forms/payroll/I-9_Form.pdf)

2. W-4(Employee's Withholding Allowance Certificate): fill out the bottom section on page 1 of the following link, print, and sign.

<http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>

3. Direct Deposit: fill out the direct deposit form and attach a voided check or note from the bank, see form for details.

[http://www.tntech.edu/files/hr/forms/payroll/dirdeposit\\_student.pdf](http://www.tntech.edu/files/hr/forms/payroll/dirdeposit_student.pdf)

Please bring your completed forms to the HR booth on your second day of SOAR. **You must bring original, unexpired documentation for your I-9 paperwork.** If you have any questions feel free to contact the Human Resources department at 931-372-3034 or via email at [hr@tntech.edu](mailto:hr@tntech.edu).

**\*\*If you have not completed the REQUIRED forms prior to SOAR, HR will have additional forms available during your SOAR session. \*\***

HR office is located in Derryberry Hall Room 146. We are open Monday-Friday from 8am-4.30pm (closed 12-1 for lunch).