



CENTRAL MICHIGAN UNIVERSITY

Dear Colleague,

Thank you for your willingness to work for CMU's PROF ED DEPARTMENT. Since you will be considered a part-time temporary employee, there are certain forms we must have on file for you. Please complete each form and return in the self-addressed stamped envelope.

Thank you for your prompt attention to these forms and for your service in helping CMU deliver quality Off-campus programs. Reminder, ALL forms must be received before wage payment can be made.

If you have any questions, please call 989-774-6944 ext. 6944, or e-mail Fox1kl@cmich.edu.

Sincerely,

Kay L. Fox
Financial Services

CHECKLIST FOR FORMS

Enclosed are the following:

- I-9 form. Employment Eligibility Verification (**This MUST be complete in the presence of a CMU representative and appropriate identification must be shown.**)
- W-4 form, Employee's withholding allowance
- Your state tax forms (place of residence determines this)
- Applicable city or county tax forms---obtain locally
- Retirement information **mandatory to complete and return**
- Employee information
- Employee data sheet
- Direct deposit (for payroll—optional)
- Direct deposit travel expenses **—Mandatory)**