



## Required Forms for New Hires

### Graduate Student Worker (bi-weekly paid, GB)

#### Required Forms

- ☐ [Bi-weekly Paid Student Authorization Form](#)
- ☐ [Personal Data Form](#) (PDF)
- ☐ [Alabama Department of Revenue Withholding Form \(A4\)](#)
- ☐ [Federal Withholding Allowance Certificate \(W-4\)](#)
- ☐ [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- ☐ Copy of Student's Schedule (provided by student)
- ☐ Completion of Background Check (Confirmed by Provost Office)
- ☐ If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- ☐ Completion of Form I-9 and E-Verify (AU Access)