

**Payroll, Tax Withholding, & I-9 Forms and Terms**  
**For Human Resources Orientation at the Graduate Center-CUNY**  
**Instructions for International Students with Graduate Assistantships, ONLY**

**A. Determination of Tax Status**

1. You must complete a GLACIER Account to determine your TAX STATUS Before Attending Human Resources Orientation.
2. As soon as possible, you should download the “Employment Package” and the “Graduate Assistant Orientation Checklist.” Go to [http://web.gc.cuny.edu/HumanResources/forms/forms\\_new.htm#grad-a](http://web.gc.cuny.edu/HumanResources/forms/forms_new.htm#grad-a)
3. You must Complete all forms in the Employment Package before you go to the Human Resources Orientation Session during “One-Stop,” between August 18-20, 2010. This session will help you receive payment for your Graduate Assistantship in a timely manner.

**B. Required Documents – You must bring Your own Original Documents. No copies will be accepted.**

- a. Passport with valid I-94 card
- b. Form I-20 (F-1 status) or Form DS-2019 (J-1 status)
- c. Social Security Card – (If you have received it)

**C. Documents to Complete (These are special instructions for international students, only.)**

1. **Form I-9** – US Department of Homeland Security (DHS) *Employment Eligibility Verification*  
(This form tells CUNY that you are authorized to work in the United States.)

**You must complete the form in this way:**

Name as in your Passport and on your I-20 (these must match)  
Address where you live in the United States  
Date of Birth – using the *month/day/year* format  
Social Security Number (Write “Applied For” if you have not yet received your SSN)  
Mark the box “An alien authorized to work” and use your I-94 Number  
After “until” put the expiration date of your I-20, from Item #5.  
Sign and Date Form I-9

2. **Form W-4** – US Internal Revenue Service (IRS) *Employee’s Withholding Allowance Certificate*  
(Form W-4 tells CUNY how much ESTIMATE of Federal (U.S.) income tax to withhold from your payments.)

**You must complete the form in this way:**

Item #1 – Put your Name as in your Passport, and on your I-20. Your name on all these documents must match, and Address in your home country, as recorded in your SEVIS Record.  
Item #2 – Social Security Number (Write “Applied For” if you have not yet received your SSN)  
Item #3 – Marital Status: mark “Single,” regardless of your actual marital status.  
Item #5 – Allowances: 1  
Item #6 – Additional Amount: NR (If you are from India, you may leave this line blank.)  
Item #7 – (This line must be left blank)  
Sign and Date Form W-4

(Note: These instructions come from Chapter 8 of IRS Publication 519, *U.S. Tax Guide for Aliens*)

3. **Form IT-2104** – New York State *Employee’s Withholding Allowance Certificate*  
(Form IT-2104 tells CUNY how much ESTIMATE of New York State income tax to withhold from your payments.)

**You must complete the form in this way:**

Name as in your Passport, and on your I-20 (and Social Security Card, if you have received it.) Your name on all these documents must match, and  
Social Security Number (Write “Applied For” if you have not yet received your SSN)  
Address in your home country, as recorded in your SEVIS Record.  
Mark Correctly “Yes” or “No” if you live in either New York City or Yonkers.  
Items #1 & 2 – Allowances: 0  
All other items, leave blank  
Sign and Date Form IT-2104

(Note: These instructions come from New York State instructions at [www.tax.state.ny.us](http://www.tax.state.ny.us) )

**Bring all forms, along with your original documents: Passport, I-94 card, and I-20. (The Office of Human Resources will make their own appropriate copies.)**