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

Determination of Tax Status

1. You must complete a GLACIER Account to determine your TAX STATUS Before Attending Human Resources Orientation.

2. By now you should have downloaded the “Employment Package” and the “Graduate Assistant Orientation Checklist.” (Go to http://web.gc.cuny.edu/HumanResources/forms/forms_new.html#grad-a for instructions.)

3. You must bring all Completed forms in the Employment Package to the Human Resources Orientation Session during “One-Stop.” This will assist in getting you paid in a timely manner.

Required Documents – You must bring your Original Documents with you. 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 not yet received your Social Security Number, write “Applied” in the required spaces.)

Documents to Complete

This form tells CUNY that you are authorized to work in the United States.

You must complete the form in this way:
Name as on your Passport and 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” 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

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 on your Social Security Card, and
Address in your home country, as recorded in your SEVIS Record.
Item #2 – Social Security Number (Write “Applied” if you have not yet received your SSN)
Item #3 – Marital Status: Single
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)

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 on your Social Security Card and
Social Security Number (Write “Applied” 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.
Item #1 – 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)

Turn in 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.)