



NEW YORK CITY COLLEGE OF TECHNOLOGY

Welcome, CITY TECH FWS Students!

In preparation for getting a new job, your student employment file must be complete.

Before you can begin work, you must complete, **p r i n t a n d** submit all of the following forms to the Federal Work Study program in the Financial Aid Web lab (NG-08A) before applying for a job.

- ✓ FWS student/Employee information Sheet
- ✓ (FERPA) Family Educational Rights and Privacy Act
- ✓ FWS program Statement of Understanding Addendum
- ✓ W-4 (Employee's Withholding Allowance Certificate)
- ✓ Employment Eligibility Verification Form I-9
- ✓ Form IT2104 OR IT2104E
- ✓ NYS Labor Standard Form
- ✓ Complete FWS Orientation/ Quiz – Print Quiz Results Page
- ✓ Complete Sexual assault on-line training; Go to:
www.citytech.cuny.edu/title-ix
(Print Certification of completion)

NOTE: The Financial Aid Staff cannot assist students in completing tax from (W-4, IT2104/IT2104-E). If you have any questions AFTER you have read the instructions on the forms, please contact. The Internal Revenue Service (IRS) for the W-4 form.

The New York State Department of Taxation and Finance for the IT-2104/IT21-04E forms.

The I-9 form is a federal document that requires unexpired original form of identification and employment eligibility documents must be presented in person. Refer to the I-9 form list of acceptable documents.

Please bring photocopies of employment eligibility documents when submitting forms.

Now you can proceed to the next step, which is to [Find A Job!](#)