

Payroll Forms

W-4 Form (Maryland Residents):

Instructions:

Complete Sections 1, 2, 3, and 4 in **BLACK INK ONLY – NO CROSSOUTS**

Section 1

Payroll System = University of Maryland

Agency Number = 360222

Be sure to enter COUNTY not Country

Section 2

Enter information for number 5 **OR** 7 NOT BOTH!

Section 3

Enter information for number 1 **OR** 3 NOT BOTH!

Section 4

Sign and date

W-4 Form (DC Residents):

Instructions:

Complete Sections 1, 2, 3, and 4 in **BLACK INK ONLY – NO CROSSOUTS**

Section 1

Payroll System = University of Maryland

Agency Number = 360222

Be sure to enter COUNTY not Country

Section 2

Enter information for number 5 **OR** 7 NOT BOTH!

Section 3

Enter information for number 2 **OR** 4 NOT BOTH!

Section 4

Sign and date

I-9:

Instructions:

Complete Section 1 (sign and date form)

Citizenship Status Form:

Instructions:

Complete **only** if student is “A Lawful Permanent Resident” and indicated so on the I-9 form.

Complete applicable sections. Sign and date form. (must also complete W-9 form)

W-9 Form:

Instructions:

Complete **only** if student is “A Lawful Permanent Resident” and indicated so on the I-9 form.

Complete top section and Part I. Sign and date form in Part II.

Change of Address Form (returning students):

Instructions:

Complete in **BLACK INK** only. Be sure to enter COUNTY not Country on form.

Agency Code: 360222

Name of Employing Agency: University of Maryland College Park

Payroll System: UM

Sign and date form

PLEASE RETURN FORMS TO THE PRE-COLLEGE PROGRAMS' OFFICE