



■ SCHOOL OF MUSIC
University of Louisville
Louisville, Kentucky 40292
Office: 502-852-6907
Fax: 502-852-0520
www.louisville.edu/music

Now for instructions for filling out the forms...

Page 1 - New Employee Checklist - we need the first three lines filled with the "Employee I.D. Number" being your student ID number or Cardinal Card number. Do not worry about anything else on the page; this is our checklist before going to the next office. Now sign and date. (Please mail this back to us as soon as possible for processing.)

Page 2 - Job Data Change - Enter your name after "Employee Name:", then check the correct box on the left side.

Page 3 - Personnel Action Notice - Fill out the whole page and check "New Hire" near the top.

Page 4 - Employment Eligibility Verification - These are instructions of filling out the next page.

Page 5 - Form I-9 Employment Eligibility Verification - Only fill the top third of the page to the area you enter your signature and date. Many forget the date, so look twice.

Page 6 - Lists of Acceptable Documents - This is to help you find documents that will be accepted by the payroll department for what needs to be copied and verified for Page 5.

Page 7 - Emergency Contact Sheet - Completely fill and date.

Page 8 - W-4 form - Fill completely with a number of allowances in box 5. The instructions are on the top of the page. Remember to sign and date.

Page 9 - W-4 worksheet - Use this to add up your total allowances.

Page 10 - Kentucky Employee's Withholding - Do not fill "Payroll No.", but fill the rest of the form **only IF you live in any state except Indiana**. (Remember to sign and date.)

Page 11 - Instructions for Kentucky Employee's Withholding (above).

Page 12 - Indiana Employee's Withholding - Fill the form **only IF you live in Indiana**. (Remember to sign and date.)

Page 13 - Instructions for Indiana Employee's Withholding (above).

Page 14 - Special Withholding Exemption Certificate - Only fill this out if you anticipate no tax liability for the current year. (Remember to sign and date.)

Page 15 - Certificate of Nonresidence - Kentucky people do not fill this out. All other people may fill this out as giving notice that you live outside the state of Kentucky and your state will collect the state withholding.

Page 16 - Instructions for the Certificate of Nonresidence

Page 17 - Instructions about multiple employers.

Page 18 - Request for Direct Deposit - We deposit your check directly, but we need the correct information to do so. Fill out the "Personal Information" and "Request to Begin" areas and attach a voided check just above your signature. This voided check will ensure us to put your money into the correct account. (Note: Sometimes the first check of a new employee must be printed and picked up by the employee only at 1980 Arthur Street.)

Page 19 - Bank Account Information - These are banks that will help those that do not have a bank account.

(Insurance forms may be needed to be filled, see your supervisor about insurance.)

(If you are a Foreign National or from another country, please call me for additional forms and information.)

Congratulations in completing the forms. Please return the completed forms to me at the address below with an enlarged copy of your driver's license, Social Security card and include a check with the word "void" written across the face of the check for where you wish your check to be deposited.

I will answer any questions you may have by emailing to paul.detwiler@louisville.edu or call me at (502) 852-0521.

Sincerely,



Paul N. Detwiler
Unit Business Manager
School of Music
University of Louisville
Louisville KY 40292

Phone (502) 852-0521
Fax (502) 852-1874
Cell phone (812) 987-4119
Email paul.detwiler@louisville.edu
Website <http://www.louisville.edu/music/business/>