

## Frequently Asked Questions – Four Attached Student Employment Forms

Please take this packet of information with you and send all completed forms back to the Financial Aid Office through Inter Campus Mail. For any questions about Forms 1-3, please contact Michelle LoPresti in Payroll, [mloprest@skidmore.edu](mailto:mloprest@skidmore.edu). For any questions about Form 4, please contact [stuemp@skidmore.edu](mailto:stuemp@skidmore.edu).

### **1. W-4 Form**

**Do I have to fill out a W4?** NO.

**What is it for?** To let payroll know whether you want some of your income withheld to pay potential Federal taxes.

**What happens if I don't?** The default will be Single, with no additional adjustments, which means some taxes will be withheld from your earnings. If you want to choose exempt you will need to fill out the form, which will be telling payroll you do not anticipate having a tax liability and so no earnings need to be withheld for Federal tax purposes. To file exempt (exempt from Federal tax withholdings) write the word "Exempt" in the space below item 4 (c).

### **2. New York State IT-2104 Form**

**Do I have to fill out IT-2104-E or IT-2104 Form?** NO.

**What is it for?** Like the Federal W4 form, it is used to let payroll know whether you want some of your income withheld to pay potential New York State taxes.

**What happens if I don't?** The default will be single, with no additional adjustments, which means some taxes will be withheld from your earnings. If you want to choose exempt you need to fill out the IT-2104-E form, which will be telling payroll you do not anticipate having a tax liability and so no earnings need to be withheld for New York State tax purposes.

**If I have to fill one out, which one should I fill out?** If you would like to choose exempt, please fill out the IT-2104-E form. IT-2104 is if you do not want to choose exempt.

**If I am not a New York State resident, do I have to file an IT-2104 form?** Whether or not you are a New York state resident, New York State taxes will be withheld from your earnings unless you complete the IT-2104-E as Exempt.

### **3. Direct Deposit Form**

**What is the Direct Deposit form used for?** To advise payroll to deposit your paychecks (earnings) directly into your bank account.

**What if I don't want to fill out a Direct Deposit form, can I still get a check?** Yes, but we highly encourage Direct Deposit so that you do not have to take the paper check to a bank to deposit it.

You need to know your Bank Account Number and your Bank's Routing number (found on your checks, if checking account; you also can call your bank to find out or you may be able to find it on Google), and your Bank Branch name.

### **4. Notice and Acknowledgement of Pay Rate and Pay Day**

Please complete item #8