

For Departmental Use:

Baruch College Fund
135 East 22nd St Box D-0601
New York, NY 10010
(646) 660-6667

Employee Last Name	First Name	Date
--------------------	------------	------

The following is a check list of all the documentation **required** for BCF new-hires:

- Personal Action Form (PAF)
- W-4 Form
- I-9 Form (Employment Eligibility Verification)
- IT-2104 or IT 2104-E (this form is optional; do not fill out both)
- Photocopy of Social Security Card (**required for ALL employees!**)
- Photocopy of Driver's License / State ID / U.S. Passport
- Photocopy of VISA / Permanent Resident Card
(required for International Employees only!)
- On Campus Employment Authorization Form/Card
(required for International Employees only!)
- Direct Deposit Enrollment Form (optional)

- Include all other forms/documents that you deem necessary for tax deductions.
- Make sure ALL forms are signed.
- Make sure all information is printed and legible.

* For BCF re-hires, only a new Personal Action Form (PAF) is required.

* For International Employees that are re-hired, a new PAF & a new On Campus Employment Authorization Form/Card is required.