



MERRIMACK COLLEGE

Your First Day Checklist

Welcome to Payroll Services. Congratulations, you got the job!

You'll Need to Have:



Your **Social Security Number**



Your **Documents** providing both your identity and the right to work in the U.S. (see Form **I-9 page 3**, present one form from List A or a combination of one selection from List B and C)

You'll Need to Complete:



Form I-9: Employment Eligibility Verification. The information that you provide on this form proves that you can work in the U.S. Complete page 1, section 1.



Form W-4: Employee's Withholding Certificate. Merrimack uses this form to calculate the Federal income tax you owe each pay period. If you need help with this form, you may contact the IRS at 1-800-829-1040 or visit www.irs.gov.



Form M-4: Massachusetts Employee's Withholding Certificate. Merrimack uses this form to calculate the State income tax you owe each pay period. If you need help with this form, you may contact the Mass Department of Revenue at 1-800-392-6089 or 617-887-6367.



Form Direct Deposit: This is required at Merrimack College.