

IF YOU HAVE BEEN AWARDED WORK-STUDY (ON YOUR AWARD LETTER IT WILL APPEAR AS *FEDERAL COLLEGE WORK-STUDY* OR *BIRMINGHAM-SOUTHERN COLLEGE WORK-STUDY*), YOU WILL NEED TO COMPLETE THE FIVE (5) FORMS LISTED BELOW. ALL FORMS ARE AVAILABLE ON THE BIRMINGHAM-SOUTHERN COLLEGE WEBSITE AT [HTTP://WWW.BSC.EDU/FA/FORMS/2009/FORMS.HTM](http://www.bsc.edu/fa/forms/2009/forms.htm) .

PLEASE NOTIFY THE FINANCIAL AID OFFICE AT finaid@bsc.edu IF YOU WISH TO DECLINE YOUR WORK-STUDY AWARD.

1. **WORK-STUDY PLACEMENT FORM** – Please complete all requested information. If you have additional questions or need clarification please contact the Financial Aid Office at 205-226-4688 or at finaid@bsc.edu.
2. **STATE FORM A-4** - Students may claim exempt status by checking the box in the lower left corner of the form. If this box is checked you are not required to complete lines 1-5. Students choosing exempt status will not have state taxes withheld from their checks. For taxes to be withheld, complete line 1. **EITHER CHECK THE BOX OR COMPLETE LINE 1 – NOT BOTH. MAKE SURE YOU HAVE SIGNED THIS FORM!**
3. **FEDERAL FORM W-4** - Students normally complete lines 1-5 on this withholding form. For exempt status, please read the paragraph regarding exemption from withholding. In order to claim exempt status, students must be able to answer “yes” to both claims on #7 and enter “exempt” on that line. Those who claim exemption will not be withheld federal taxes from their check. **PLEASE DO NOT COMPLETE 5 AND 7 – ONLY ONE. MAKE SURE YOU HAVE SIGNED THIS FORM!**
4. **EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9** - Students must complete Section 1 (through Employee Signature/Date only) and provide documentation of identity and employment eligibility from the list on the back of the form. Students may provide one document from List A (such as a U.S. Passport) **OR** one document from List B **AND** one document from List C (such as a driver’s license and social security card). The social security card must be signed. Please attach copies of these documents to the Immigration Form I-9. **MAKE SURE YOU HAVE SIGNED THIS FORM!**
5. **DIRECT DEPOSIT FORM** – Please read the Student Payroll Instructions and complete the direct deposit form. **MAKE SURE YOU HAVE SIGNED THIS FORM!**

ALL FORMS MUST BE COMPLETED, SIGNED (INCLUDING ALL DOCUMENTATION) AND SUBMITTED TO THE FINANCIAL AID OFFICE BEFORE YOU BEGIN WORK.

SEND FORMS TO:

**FINANCIAL AID OFFICE
BIRMINGHAM-SOUTHERN COLLEGE
Box 549016
BIRMINGHAM, AL 35254**