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**Student New Hire Checklist**

**Instructions**: The hiring department must collect the documentation listed below and securely hand-deliver or send via interoffice mail (Mark envelope “Confidential”) to the Iona College Student Employment Coordinator **within 24 hours of receipt**. No exceptions.

Name: Start Date:

 Employment Authorization Form

 I-9

 Copies of supporting documentation (e.g. passport picture page)

 W4

 IT-2104

 Direct Deposit (optional)

 Confidentiality Form

\_\_\_\_\_\_ HR Pay Rate Form

Received by: Date: