

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

Student Employee FICA Tax – Hire Form

This form must be completed for each student hired to work a normal schedule of more than 30 hours per week. The hiring authority is responsible for completing the form at the time of hire and delivering it to the college/university student payroll department prior to the first paycheck.

Please indicate the time frame, if known, that this student will have a normal work schedule of more than 30 hours:

Beginning Date: _____

Ending Date: _____

Note: If the student worker will only on *rare* occasion work more than 30 hours per week, that would not be considered a “normal work schedule.” For example, if a student must work extra for a given pay period because another student worker is sick or some other unforeseen event occurs, that would not be considered a “normal work schedule” of more than 30 hours.

Please complete all the following information:

Student’s Name (please print): _____

Student’s Social Security Number: _____

Student’s Tech ID#: _____

Date Student Hired: _____

College/University Department: _____

Name of Individual Responsible for Hiring this Student: _____

Signature of Individual Responsible: _____

Date Signed: _____

IMPORTANT NOTE: Please contact your student payroll department if the circumstances of this individual’s employment changes (for example, changes from one semester to the next or for summer employment) or if you have any questions regarding this form.

The information collected on this form will be used by hiring departments, business and human resources to determine tax liability and to comply with United States tax laws and may be made available to other government officials as authorized by law.