As an undergraduate student new to working at Clark University, please complete the following:

- **I-9** (first page only)
- **I-9 Acceptable Identification**
- **Student Direct Deposit Authorization Form** (electronic signature not accepted)
- Voided Check or Bank Statement Confirming Bank’s Routing and Account Number
- **W-4** Federal Tax Withholding Form
- **M-4** Massachusetts Tax Withholding Form

Please upload all six documents to the Office of Financial Assistance’s drop box.

These documents will be reviewed for completion. Once completion is confirmed, you will be contacted at your Clark University email account to appear in person at the Office of Financial Assistance, located on the third floor of the Shaich Family Alumni and Student Engagement Center, to present the original form of identification you provided through the drop box. When appearing in person, you must present the original form of identification that you provided through the drop box. No copies or other forms of identification will be accepted.