University at Buffalo Office of Graduate Medical Education
Employment Paperwork Instructions

Please follow the below instructions to ensure your required employment paperwork is completed properly. Thank you!

1. I-9 Form
   a. If you will need a J-1 visa and are currently residing outside of the U.S., please do not fill out an I-9 form at this time. You will fill out a form when you arrive in the United States in J-1 status.
   b. It is strongly encouraged to use the electronic version to eliminate future corrections.
   c. Complete Section 1 ONLY (page 1). Do not complete any portion of Section 2 or 3 (page 2 & 3).
   d. If “Middle Initial” is not applicable, it is required to put “N/A”.
   e. Please indicate “Other Last Names Used”, otherwise leave “N/A” in this field.
   f. Address is required even if it is not local.
      i. Please indicate apartment number if applicable otherwise leave “N/A” in this field.
   g. Not required to provide email address or phone number, leave “N/A” in this field.
   h. Must check one of the four boxes and provide applicable information next to and below box for employment status.
   i. If you used a preparer and/or translator, please check the appropriate box.
   j. If mistake is made, do not white out! Cross out wrong information, fill in correct information, initial and date.
   k. I-9 Proof
      i. Provide applicable I-9 proof from list on page 9.
      ii. Must be one document from List A OR one document each from List B and C.
   l. After necessary information has been entered, please print the form. You must sign AND date the form.
   m. Submit completed form along with proof to your program.

2. Federal & State Income Tax Forms
   a. Must be complete with legal name and address (even if it is not a local address).
   b. Must indicate number of allowances you are claiming even if zero (“0”).
      i. Line 5 on W-4 (Federal)
      ii. Line 1 on IT-2104 (State)
   c. Must check “Single”, “Married”, or “Married, withhold at Single”.
   d. Must sign and date both forms.
   e. Submit completed first page of each tax form to program. Do not submit the additional instruction sheets.

3. Direct Deposit Form
   a. Not required, but strongly encouraged.
   b. For each account:
      i. List name of Financial Institution, city/state, and branch.
      ii. Mark “checking” or “saving”.
      iii. Check “partial” or “full amount”.
      iv. Must include routing and account numbers.
      v. Must indicate amount if partial deposit.
   c. Must include voided check for checking account deposit.
   d. Must sign and date.

You must submit originals of the above forms to your program. Incomplete/incorrect forms will be sent back or you will be asked to complete new forms.