

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.