Payroll Forms

W-4 Form (Maryland Residents):
Instructions:
Complete Sections 1, 2, 3, and 4 in **BLACK INK ONLY – NO CROSSOUTS**

**Section 1**
Payroll System = University of Maryland
Agency Number = 360222
Be sure to enter COUNTY not Country

**Section 2**
Enter information for number 5 **OR** 7 **NOT BOTH!**

**Section 3**
Enter information for number 1 **OR** 3 **NOT BOTH!**

**Section 4**
Sign and date

W-4 Form (DC Residents):
Instructions:
Complete Sections 1, 2, 3, and 4 in **BLACK INK ONLY – NO CROSSOUTS**

**Section 1**
Payroll System = University of Maryland
Agency Number = 360222
Be sure to enter COUNTY not Country

**Section 2**
Enter information for number 5 **OR** 7 **NOT BOTH!**

**Section 3**
Enter information for number 2 **OR** 4 **NOT BOTH!**

**Section 4**
Sign and date

I-9:
Instructions:
Complete Section 1 (sign and date form)

Citizenship Status Form:
Instructions:
Complete **only** if student is “A Lawful Permanent Resident” and indicated so on the I-9 form.
Complete applicable sections. Sign and date form. (must also complete W-9 form)

W-9 Form:
Instructions:
Complete **only** if student is “A Lawful Permanent Resident” and indicated so on the I-9 form.
Complete top section and Part I. Sign and date form in Part II.

Change of Address Form (returning students):
Instructions:
Complete in **BLACK INK** only. Be sure to enter COUNTY not Country on form.
Agency Code: 360222
Name of Employing Agency: University of Maryland College Park
Payroll System: UM
Sign and date form

PLEASE RETURN FORMS TO THE PRE-COLLEGE PROGRAMS’ OFFICE