

# Dartmouth College \* Employee Information Form

Payroll Department Hinman Box 6161 Ext. 646-2697 7 Lebanon Street, Suite 309, Hanover, NH 03755

Please **PRINT** clearly, complete this section, and indicate changes in the appropriate section(s) below.

**Name** \_\_\_\_\_ **SS#** \_\_\_\_\_ **Effective Date of Change** \_\_\_\_\_

**Department** \_\_\_\_\_ **Telephone Number Where We Can Contact You** \_\_\_\_\_

**Name Change**

Former Surname \_\_\_\_\_ Complete Legal Name \_\_\_\_\_

Professional/Preferred Name \_\_\_\_\_  
(Please attach copy of Legal Document)

**Address Change** (Please complete all three)

**Payroll Mailing Address** \_\_\_\_\_  
(Indicate Hinman Box number, if work location is in Hanover, NH)

**Legal Mailing Address** \_\_\_\_\_  
(Benefits mailing address)

**Legal Residence** \_\_\_\_\_  
(Must be Street Address)

**Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Date Returning to Work** \_\_\_\_\_ (9-month Faculty returning to campus)

**Direct Deposit** – See reverse for instructions.

Please Check  New Account  Change  Cancel

	Bank Name	Checking	Savings	Bank Routing #	Account #	Amt/Percent
1.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
2.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

*By indicating a direct deposit agreement above and signing this form, I authorize Dartmouth College and the Bank(s) listed above to initiate direct deposit of my paycheck to the account(s) listed above. This authority will remain in force and effect until Dartmouth College Payroll Office has received written notification from me terminating this agreement, in such time and in such manner as to afford Dartmouth College and the bank a reasonable time to act on the termination or upon departure from Dartmouth Collage.*

**Vermont State Income Tax Withholding – see reverse side for instructions**

State of Vermont Department of Taxes  
**W-4VT Vermont Employee's Withholding Allowance Certificate**

<b>Part 1</b>	First Name _____	Initial _____	Last Name _____	<b>Part 2</b>	Social Security Number _____
<b>Part 3</b>	<input type="checkbox"/> Use Federal W-4 If you check this box, do not complete Part 4. Vermont withholding will be computed from the filing status and withholding allowances shown on your Federal W-4, plus 24% of any optional extra withholding each pay period.				
<b>Part 4</b>	a. Is your Vermont filing status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at the higher Single rate <input type="checkbox"/> Civil Union <input type="checkbox"/> Civil Union, but withhold at the higher Single rate b. Total number of Vermont Withholding allowances ..... b. <input style="width: 50px;" type="text"/> c. Additional amount, if any, of Vermont tax to be withheld from each paycheck ..... c. \$ <input style="width: 100px;" type="text"/>				
<b>Part 5</b>	I certify that I am entitled to the number of withholding allowances claimed on this certificate.				
	Signature _____		Date _____		

I request Dartmouth College STOP withholding Vermont Tax.

*If electing to withhold Vermont Income Tax above, by signing this form I understand this withholding agreement is voluntary and I am responsible for notifying the Payroll Office in writing should I wish to discontinue it.*

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

## Instructions for requesting Direct Deposit

### ATTACH VOIDED CHECK(S) FOR CHECKING OR DEPOSIT SLIP(S) FOR SAVINGS ACCOUNT

- If you have your paycheck direct deposited you must deposit the entire paycheck.
- You may direct deposit into a maximum of two accounts.
- If you direct deposit into two accounts, the second deposit must be 100% of the remaining amount after the first deposit.
- If changing a prior direct deposit agreement, you must show deposit instructions for your entire paycheck.
- You must complete all information to avoid this request being rejected and returned to you.

## Instructions for completing Form W-4VT

**Who must complete Form W-4VT:** The form must be completed by any employee who requires Vermont withholding computed using a filing status or a number of withholding allowances other than that shown on the Federal W-4, or who requires an amount of extra withholding each pay period other than 24% of the amount shown on the Federal W-4. Employees who are typically in this category include:

- Employees who will receive federal credits such as the Child Tax credit, Hope credit or other federal credits which don't affect Vermont taxes and who have adjusted federal withholding in anticipation of the credit.
- Employees in civil unions.

**Who does not need to complete Form W-4VT:** Most employees will not need to complete Form W-4VT. The correct tax will usually be computed from the Vermont tables when the federal filing status and withholding allowances are used along with 24% of any extra federal withholding.

**Completing Form W-4VT:** W 4VT is calculated in the same manner as the Federal W-4. Complete the federal form first following the instructions on that form or IRS Publication 919, How Do I Adjust My Tax Withholding? Then complete W-4VT as follows:

Parts 1 and 2: Print or type your Name and Social Security Number.

Part 3: Check this box if standard withholding is correct. If standard withholding is not correct for you (see **Who must complete W-4VT**, above), do not check this box, but complete Part 4.

- Part 4:
- a.** If you are a partner in a civil union, check either "Civil Union" or "Civil Union, but withhold at the higher Single rate". Otherwise check the filing status used on the Federal W-4.
  - b.** Enter the number of withholding allowances for Vermont withholding. If you claimed additional allowances for Federal tax because of an anticipated child credit or education credit, do not claim these additional allowances for Vermont withholding.
  - c.** If you want an additional amount of Vermont withholding to be deducted from each paycheck, enter that amount.

Part 5: Sign and date the form.