

**Nichols College Payroll Information**

If you are interested in working on campus, you need go through the paperless onboarding process. The process must be fully completed and the required I9 documents supplied in order to start working.

**W4 – Federal Tax Form:**

Required by all employees who work in the United States. This form tells us what you are claiming and how many you are claiming. Example - Single (not married) and claiming yourself would be S-1. The more dependents you claim, the less federal tax you would pay. In some cases, you could be considered student exempt and not have any federal tax withheld out of your paycheck. You would need to speak to a guardian or tax representative for what to claim. Unfortunately, Nichols College is unable to advise you on what to claim on these tax forms.

**M4 – State Withholding:**

For all employees who work in Massachusetts. The more dependents you claim the less state tax you would pay. In some cases, you could be considered student exempt and not have any state tax withheld out of your paycheck. You would need to speak to a guardian or tax representative for what to claim. Unfortunately, Nichols College is unable to advise you on what to claim on these tax forms.

**Direct Deposit:**

You can have your check deposited into your checking, savings, or split into different accounts. You will fill out a direct deposit form and return to payroll or HR no later than your first date of work. For this, you will need your bank’s routing number and your full bank account number(s). You can request this information from your bank. Alternatively, a copy of a check from your account will have this information.

**Employment Eligibility Verification Form I9:**

This form is required by the USCIS. This form is to verify you are able to work in the United States. The form is part of onboarding. You must fully complete the form. Page 3 provides the list of acceptable documentation. If you can provide one document from column A, that is all that is needed. If you do not have an item from column A, then you will need one document from column B and one document from column C. The documentation you provide cannot be expired. Unfortunately, Nichols College is unable to advise you on what documentation to provide. We must see originals, we will not accept copies under any circumstance. We must follow the federal guidelines that are in place.

There are many other forms you will need to sign, read and acknowledge.

You will also be required to watch training videos on the payroll system we use.

We look forward to seeing you on campus. If you have any questions, please contact payroll or HR at [employee@nichols.edu](mailto:employee@nichols.edu).