

FAST REQUIRED HIRING DOCUMENT ATTACHMENTS

New Faculty (Full & Part time)* including TC students (associates)

- CV
- Proof of Deposit if less than 12 months
- Tax Forms, State (2104) and Federal (W4)
- NY State 195(I) EXEMPT form
- Voluntary Ethnicity form (if person declines attach declined comment)
- International Hires (see below)

Permanent Resident card (do not post the expiry date)

- Inventions/Patents Agreement (full time only)
- Offer Letter

FOR INTERNATIONAL HIRES

- Please include copy of work authorization (typically DS2019, I797 or I20 etc)
- Due to tax treaty requests payroll now requires a copy of passport and visa.

This is due to the fact that taxes withheld are not refunded and this procedure speeds up the process of approving the tax treaty making it beneficial to the employee.