



Name (Print): Last First MI XXX-XX- Social Security Number (last 4)

Home Address: Street City State Zip Code

FINANCIAL INSTITUTION INFORMATION

Direct Deposit Action: [] New [] Change

FINANCIAL INSTITUTION'S NAME

INSTITUTION'S ACH ROUTING NUMBER (See sample check below)

BANK ADDRESS Street City State Zip

EMPLOYEE BANK ACCOUNT NUMBER [] CHECKING [] SAVINGS (See sample check below)

I request and authorize Monmouth College to deposit my net payroll earnings into my account with the financial institution indicated above until a change is submitted by me in writing. I further authorize posting error corrections to my account and repayment to Monmouth College for amounts deposited in error and agree to pay the College for any amounts not recoverable from my account. Monmouth College is not responsible for my financial obligations.

SIGNATURE DATE

INSTRUCTIONS:

- 1) Fill in employee demographic information.
2) Complete the banking information. Routing numbers and bank account numbers can be obtained from your financial institution. (See sample check below.)
3) Indicate whether the direct deposit is to your savings or checking account.
4) For checking accounts only, a copy of a voided check must be attached.
5) Forms may be returned to the Financial Aid Office, but will be re-directed to the Monmouth College Personnel Office in Poling Hall.

Please Note - Participants may receive a paycheck for the first period following the sign up, to allow the financial institution one period in which to verify your account number. Direct deposit will begin in the subsequent period. Participants may access their payroll stubs through the "pay advices" feature on WebAdvisor.

SAMPLE:

Form showing fields for Account Name, Address, Date, #0001, PAY TO THE ORDER OF, \$, DOLLARS, Bank Name, Location, Memo, SIGNATURE, and routing/account/check numbers.

What is Federal Work-Study (FWS)?

A federal program which provides employment opportunities to students with financial need, allowing you to:

Earn money to help pay expenses associated with your education.

Become involved in yet another aspect of college life.

Contribute your knowledge and ideas back to others.

Gain valuable work experience that will enhance future employment opportunities.

How Much Will I Make?

For the 2019-2020 academic year, students at Monmouth College will be paid \$8.25 per hour.

How Will I Be Paid?

You will be paid based on the time worked and submitted on your timecard. Paychecks will be disbursed to the student or direct deposited to a bank of your choice into an account that you designate.

Can I Work As Many Hours As I Want?

No. The total maximum amount you are eligible to earn is the amount listed in your Financial Assistance Award Letter. For example:

\$495 = 2 hrs. per week

\$990 = 4 hrs. per week

\$1,485 = 6 hrs. per week

\$1,980 = 8 hrs. per week

Do I Have To Work?

No. The Federal Work-Study (FWS) funding is being offered to you as an opportunity to earn money during your college enrollment. You do not have to accept this offer.

Can I Work Less Hours Per Week Than What Is Being Offered?

Yes. You may choose to accept the opportunity to work, but choose to reduce the number of hours per week. In this situation, you would, of course, earn less money.

How Do I Find A Job?

Prior to the first week of school the Employment Classifieds will be posted electronically at the following location: <http://www.monmouthcollege.edu/admissions/financialAid/work-study.aspx> Students should scan the classifieds, find a few positions that they are interested in and pursue them with the supervisor listed. We strongly encourage students to pursue a few different job opportunities. Remember, many students are pursuing jobs and it would be better to have more than one to choose from than none at all.

Am I Guaranteed A Job?

No. It is the responsibility of the student to seek and obtain a position, as it would be with any part-time job. If a student is unable to find a position or finds a position that does not fill their entire eligibility, the student will not earn the money offered.

Can I Work In More Than One Position?

Yes. For example, a student with 8 hours per week of eligibility could work 4 hours per week in one position and 4 hours in a different position.

Can I have my paychecks applied directly to my student account at the College?

No. Students are paid twice per month and paychecks can be electronically direct deposited to a bank of your choice. We encourage students to complete the Direct Deposit Authorization Form (on the reverse side) and designate a particular savings or checking account to be used for depositing your earnings.

If you do not submit a direct deposit authorization form, your paycheck will be printed and available for you to pickup.

Is There Anything I Must Do Prior to Working?

Yes. Before a student may be issued a (paper or electronic) timecard and officially begin working, the student ***must*** complete the necessary I-9 and W-4 (tax withholding) forms with our Personnel Office in Poling Hall.

In order to complete these forms a student will need to provide two forms of identification. It is suggested that you bring your:

Acceptable photo ID (valid Driver's license or state issued ID) AND

Original social security card (copies or faxes are not acceptable) or,

Certified copy of your birth certificate. (copies or faxes are not acceptable)

An unexpired passport is also acceptable.

For a complete list of acceptable documents, please contact our **Personnel Office at (309) 457-2122**.

If you have questions concerning the Federal Work-Study (FWS) program, please call our **Office of Student Financial Planning at (309) 457-2129** or email finaid@monmouthcollege.edu