

## **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.*