



**PLEASE COMPLETE ALL REQUESTED DOCUMENTS CONTAINED WITHIN SPAR PACKET**

## **CSU Student Payroll Action Request**

### **Section C**

Type your **Social Security Number**, **Legal First and Last Name** along with **middle initial** (if applicable) as it is shown on your Social Security Card.

### **Section E**

Address\* - Please provide a **most permanent** address. The address you provide is where you **W-2** tax information will be sent to in January of next year.

If you move and need to update your address, review [Employee Address Changes](#) webpage. Do not use a University Housing address if possible.

### **Section F**

Enter Birthdate

### **Section G**

The **W-4\*\*** also known as "*Withholding Allowances*" is an IRS form you complete to let you employer know how much money to withhold from your paycheck for federal and state taxes. Accurately completing your W-4 can help you from having an outstanding balance due at **tax** time. When completing the first form (Student Payroll Action Request) be sure to follow the instructions on page two of document to know how to complete the form.

\*\*If you claim EXEMPT on your W-4, there will be no taxes taken out of your paycheck throughout the year to cover what you may owe to the IRS. Exempt filers MUST RE-NEW their Exemption every year in February.

### **Section J**

Designate a person\*\*\* who is **18 years of age or older and lives in the United States** to receive your last paycheck if you were to pass away during your employment with the University.

\*\*\*This **cannot** be yourself.

### **Section K (Oath of Allegiance)**

- Indicate if you are a US Citizen.
- If yes, type your name in "Part 1" **ONLY**.
- If you **are not**, check the box that applies to "Part 2" **ONLY**.

## **Notification of Accounts Receivable Collection Process**

Enter your Chico State ID# and click to electronically sign.

## **CSU Form SSA-1945 Social Security Acknowledgement**

- Click to electronically sign.
- Signing indicates you understand your position as a Student Assistant and will not pay into social security.

## **Direct Deposit (Optional)**

Once you become active in the payroll System you will be sent an email with instructions on how to enroll.