



Student Employee FICA Tax – Hire Form

This form must be completed for each student hired to work a normal schedule of more than 30 hours per week during the summer. The hiring authority is responsible for completing the form at the time of hire and delivering it to Business Services prior to the first paycheck.

Please indicate the time frame, if known, that this student will have a normal work schedule of more than 30 hours:

Beginning Date: _____ **Ending Date:** _____

Note: If the student worker will only on *rare* occasion work more than 30 hours per week, that would **not** be considered a “normal work schedule.” For example, if a student must work extra for a given pay period because another student worker is sick or some other unforeseen event occurs, that would not be considered a “normal work schedule” of more than 30 hours.

Please complete all the following information:

Student’s Name (please print): _____

SMSU Mustang ID#: _____

SMSU Department: _____

Supervisor’s Name: _____

Supervisor’s Signature: _____

Date Signed: _____

IMPORTANT NOTE: Please contact Business Services if the circumstances of this individual’s employment change (for example, changes from one semester to the next or for summer employment) or if you have any questions regarding this form.

The information collected on this form will be used by hiring departments, business and human resources to determine tax liability and to comply with United States tax laws and may be made available to other government officials as authorized by law.