

SPA Staff Forms Packet



Human Resources
NC State University
Administrative Services Building II
2711 Sullivan Drive, 2nd Floor
(919) 515-2135

The following forms must be completed on your first day of employment:

- [Personal Information Form](#)
- [Patent Agreement](#) (Research Staff Only)
- [Time-Limited Acceptance Letter](#) (required for time-limited SPA appointments only)

If an employee does not complete the appropriate federal and state tax withholding certificates, taxes will be calculated on the basis of marital status = single with zero personal allowances claimed.

Note to foreign nationals – do not complete these tax forms. Instead call (919) 515-4370 to schedule an appointment with the foreign national tax specialist.

All individuals paid through NC State University's payroll system must participate in the Direct Deposit program.

Complete section 1 on Form I-9 and bring it to your HR Rep along with your acceptable document(s). See page 2 of form for a list of acceptable documents.

- [W-4 Federal Tax Withholding Certificate](#)
- [NC-4 NC State Tax Withholding Certificate](#)

- [Direct Deposit Form](#)

- [Form I-9 Employment Eligibility Verification](#)