University at Buffalo Office of Graduate Medical Education
Employment Paperwork Instructions

Please follow the below instructions to ensure your required employment paperwork is completed properly. Thank you!

1. I-9 Form
   a. Complete Section 1 ONLY (page 7). Do not complete any portion of Section 2 or 3 (page 8).
   b. Must ensure complete address is on the correct lines.
      i. Address is required even if it is not local.
   c. Not required to provide email address or phone number.
   d. Must check one of the four boxes and provide applicable information next to box.
   e. Must sign AND date form.
   f. If mistake is made, do not white out! Cross out wrong information, fill in correct information, initial and date.
   g. I-9 Proof
      i. Provide applicable I-9 proof from list on page 9.
      ii. Must be one document from List A OR one document each from List B and C.
   h. Submit completed page 7 along with proof to program.

2. Federal & State Income Tax Forms
   a. Must be complete with legal name and address (even if it is not a local address).
   b. Must indicate number of allowances you are claiming even if zero (“0”).
      i. Line 5 on W-4 (Federal)
      ii. Line 1 on IT-2104 (State)
   c. Must check “Single”, “Married”, or “Married, withhold at Single”.
   d. Must sign and date both forms.
   e. Submit completed first page of each tax form to program. Do not submit the additional instruction sheets.

3. Direct Deposit Form
   a. Not required, but strongly encouraged.
   b. For each account:
      i. List name of Financial Institution, city/state, and branch.
      ii. Mark “checking” or “saving”.
      iii. Check “partial” or “full amount”.
      iv. Must include routing and account numbers.
      v. Must indicate amount if partial deposit.
   c. Must include voided check for checking account deposit.
   d. Must sign and date.

You must submit originals of the above forms to your program. Incomplete/incorrect forms will be sent back or you will be asked to complete new forms.