

Dear Online Faculty Instructor:

Below you will find a list of new hire forms Liberty University Human Resources will need:

- W-4 Federal tax form
- State tax form (**see details below**)
- Personnel data form
- Doctrinal statement
- I-9 form
- Copies of your IDs (**see details below**)
- Notarized affidavit (**see details below**)
- Direct deposit form (**see details below**)

Please make sure you have completely filled out and signed each form. Incomplete or unsigned forms will cause a delay in processing and will put you in jeopardy of not being assigned class sections.

Please be sure to include your state's individual income tax withholding form. An easy way to find this is to search. "[State name] individual income tax form" on your preferred internet browser. **Please note** that Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, and Wyoming do not have individual income tax withholding forms.

Please ensure that your affidavit is notarized. A list of acceptable forms of identification is listed on page 3 of the I-9 form. Please **make a copy of your verified documents and include in your returned employment packet**. Your paperwork will remain incomplete without an official notary stamp on the affidavit. Please note that the notary is **only** completing the affidavit in order to verify the forms of identification and is **NOT** notarizing the I-9 Form.

Be sure to attach a **voided check** or a **document from your bank** verifying your account and routing numbers to the direct deposit form. If it is a joint account, make sure the direct deposit form has both account holders' signatures.

As an Online Faculty member, you also have the opportunity to participate in Liberty's 403(b) retirement plan. To find out the details of the plan, visit the Human Resources web page at www.liberty.edu/HR and then follow the links to the **Employee Benefits** (under **Job Seekers** heading), scroll down to the bottom of the page and click **Retirement**.

All forms should be completed and returned in **one** package. Please do not send individual forms separately.

Mail to: Sean Solitro
Faculty Hiring Office
1971 University Blvd, GH 2657
Lynchburg, VA 24515

Please note that you will not be eligible to receive a class load or any payment until all necessary tax forms are completed and received by the University.

If you have any questions, please do not hesitate to contact our Human Resource Office at hr@liberty.edu or the Faculty Hiring Office at FacultyHiring@liberty.edu

Sincerely,

Lisa Whited
Compensation &
Workforce Planning
Administrator

Courtney Cox
Director of Payroll
Services

Sean Solitro
Assistant Director of Faculty Hiring