

LIBERTY UNIVERSITY ONLINE ACADEMY

Dear LUOA Faculty and Staff:

For you to begin employment with our department, please make sure you complete and turn in the following documentation required by Liberty University Human Resources:

1. Federal W-4 Tax Form
2. I-9 Form
3. Copies of your ID(s)*
4. Notarized affidavit (if located remotely)
5. State tax form **
6. Personnel data form
7. Doctrinal Statement
8. Direct Deposit Form***

*If you intend to use your Social Security card as one form of identification under List C of the I-9 form, make sure your signature is included on your SS card. You will need to send us a copy of the front and back of your card.

**Please refer to the State Tax Forms link to find your state's individual income tax withholding form. If your state uses the Federal W-4 form for federal and state tax withholding, you must note this at the top of the document. If you reside in any of the following states, you do not need to submit a state tax form: Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, Wyoming.

***Make sure to include a voided check or some form of official documentation from your bank containing your routing # and account # to go along with your direct deposit form. Before you turn in your tax paperwork, please make sure all forms have been filled out and signed to ensure you can begin employment on time.

If you live locally in Lynchburg, you will need to turn in your tax packet to Liberty's HR office in person, located in Green Hall, Room 750 (right near the LUPD entrance).

If you live remotely, all documentation will need to be mailed to the below address:

Attn: Christen Job
1971 University Blvd
MSC 710026
Lynchburg, VA 24515

LIBERTY UNIVERSITY ONLINE ACADEMY

Lastly, due to LUOA's association with students in grades K-12, we are required by the Commonwealth of Virginia to request fingerprinting and a criminal background check for all employees. Please read through ALL the below details:

**If you have previously completed fingerprinting and registration for any reason in the past, you will still need to repeat this process specifically for LUOA.

1. A fingerprint appointment will need to be scheduled with Fieldprint (nationwide fingerprinting service):
 - a. Click here to access their website and click on the "Schedule an Appointment" button.
 - b. Follow the instructions to create an account.
 - c. Enter the Fieldprint code: FPLibertyUniversityOnlineAcademy
 - d. Input the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
 - e. Print off the Confirmation Page (Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification).
 - f. If you have any questions or problems, contact their customer service team at 877-614-4364 or customerservice@fieldprint.com.
 - g. Email LUOHRdocuments@liberty.edu once your appointment has been scheduled.

2. Complete and sign both areas in Section I of Form SP-325 and submit to LUOHRdocuments@liberty.edu.

*Pursuant to the National Child Protection Act of 1993, as amended, this form must be completed and signed by every current or prospective employee for whom national criminal history records are requested by a qualified entity under these laws.

3. Refer to the Child Abuse Registry Checks link here and complete the Department of Social Services (DSS) Child Abuse form for your current state you have permanent residence.

*If you are completing for the state of Virginia, please make sure to select the link provided and submit online.

- a. Please use the below information if asked who your DSS results should be sent to:
 - i. Name: Christen Job
 - ii. Email: LUOHRdocuments@liberty.edu
 - iii. Phone #: (434) 592-4755
 - iv. Address: 1971 University Blvd, Lynchburg, VA 24515