

# Post-Doc Forms Packet



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

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

- ❑ [Personal Information Form](#)
- ❑ [Patent Agreement](#)
  
- ❑ [W-4 Federal Tax Withholding Certificate](#)
- ❑ [NC-4 NC State Tax Withholding Certificate](#)
  
- ❑ [Direct Deposit Form](#)
  
- ❑ [Form I-9 Employment Eligibility Verification](#)
  
- ❑ [Health Insurance Application](#)

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.

All Post-Doc employees must complete the Health Insurance Application whether they wish to participate in the plan or not.