

Banking

U.S. Bank*
503-275-6504
www.usbank.com

Wells Fargo Bank
503-225-3151
www.wellsfargo.com

Chase Bank
503-231-4546
www.chase.com

Key Bank
503-243-3677
www.key.com

On Point Credit Union
503-228-7077
www.onpointcu.com

In order to make opening an account more efficient, five local banks will have representatives on campus for one day only during New Student Orientation. This will give you the opportunity to open a checking and/or savings account here in Portland. The banks listed to the left will be on campus Wednesday, August 24 from 9AM until 3PM.

You will need the following items to open an account:

- Your current local address (your campus box number (MSC) will be sent along with your housing assignment before the end of July)
- Your cell phone number
- Two forms of ID, such as a drivers' license, state ID, and/or U.S. Passport
- Your Social Security Number

When opening an account, your initial deposit may be made in the form of cash, a personal check or a traveler's check. It is not advisable to have your residence hall telephone number printed on your checks as it is likely to change each year. Your campus box, however, will remain the same during your college career, as long as you remain at the College, and may be printed on your checks.

*Please note that U.S. Bank is the only institution that has an ATM on campus and does not charge a surcharge if you are not a U.S. Bank account holder. However, the Student Accounts office will cash a personal check for up to \$25 for you with proper ID.

Need a job?

Come to the

Student Employment Fair!

Thursday, September 1 • Noon - 2PM • Stamm

Be sure to check the Student Employment website at:
www.lclark.edu/offices/human_resources/jobs/students

Required Student Employment Paperwork

All student employment paperwork MUST be completed before you begin working!

I-9 Employment Eligibility Verification - In order to comply with U.S. Bureau of Citizenship and Immigration Services regulations, all students must complete an I-9 form by the first day of work on campus. Students complete this form with Human Resources. Failure to have a completed I-9 form on file with the College will result in the student's immediate removal from their job on campus. In order to complete the I-9, you will need to provide proof that you are eligible to work in the United States.

Examples of acceptable documents needed to complete an I-9 include, but are not limited to (check www.uscis.gov/i-9 for a complete list and instructions):

- your passport
- your drivers' license/state ID and Social Security card
- your L&C ID and a certified copy of your birth certificate

Form W-4 - This form provides tax status information so that the College can withhold the correct amount of Federal income tax from your pay. This form is provided by the U.S. Internal Revenue Service. More information can be found at www.irs.gov/w4. If a W-4 is not on file in the Business Office, the standard deduction will be single/one exemption.

Direct Deposit - You can have your monthly wages directly deposited into your domestic checking or savings account. You will need a voided check or deposit slip when you submit your form. You must complete the Direct Deposit form (available from Human Resources), and submit it to us by the 8th of the month that you wish to have direct deposit begin.

Do you have questions? Send an e-mail to hr@lclark.edu