

Important information regarding SPAR forms:

In order to aid in the accurate and timely completion of SPAR forms, please note the following:

1. Student's name in section C must be as it appears on his/her social security card.
2. In section H, one must choose single or married and decide on a number of allowances *or* claim exemption from withholding tax. For assistance please see the IRS W-4 worksheet located on the HR webpage.
3. In section L, II, if student is a U.S. citizen, **nothing** should be checked. If student is a non-citizen, please check appropriate box and include a copy of the front and back of their alien registration card.

Thank you for your efforts in working with us to ensure the accuracy and completion of the SPAR form. If you have any questions or need further assistance, please call Human Resources at extension 3626.