



Abraham Lincoln	International	New Utrecht	
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Sports Management
Brooklyn Studio	James Madison	New Visions HUM III	Susan E. Wagner
Channel View	John Dewey	New York Harbor	Staten Island Technical
Clara Barton	Kurt Hahn	Origins	Telecommunication
Cultural Academy	Leaders	Port Richmond	Tottenville
Curtis	Life Academy	Rachel Carson	
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petrides	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

Dear College Now/Collaborative Programs New Colleague -

Once hired to work in the College Now/Collaborative Programs Department, you must complete the following forms:

1. Personal Data Form
2. Emergency Contact Form
3. Notice of Discrimination Form
4. Oath Form
5. Receipt Form
6. W4: Employees Withholding Certificate  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>
7. IT-2104: NYS Employee's Withholding Allowance Certificate  
[https://www.tax.ny.gov/pdf/current\\_forms/it/it2104\\_fill\\_in.pdf](https://www.tax.ny.gov/pdf/current_forms/it/it2104_fill_in.pdf)
8. I9: Employment Verification Form  
<https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>

Forms are available in fillable format on the College Now website:

<https://www.kbcc.cuny.edu/collegenow/humanresourcesform.html>

**All documents must be submitted in person to the College Now office as additional forms including the emergency contact card and direct deposit form are required. Furthermore note, that the W4, IT 204 and I-9 forms must have original signatures.**

In addition, you must bring your:

Driver's license **OR** passport (First and Last Name must match Social Security card); **and** Social Security Card (signed); **and** Voided check or bank letter for direct deposit

If you have any questions, feel free to reach out to me in the College Now office at (718) 368-5170 or via email at [sari.schoenfeld@kbcc.cuny.edu](mailto:sari.schoenfeld@kbcc.cuny.edu).

Sincerely,

Sari Schoenfeld  
Academic Program Coordinator  
Kingsborough Community College-College Now

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